User Manual 2.2

Product

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1 Welcome to MyMeeting

1.1 Introduction

MyMeeting is a web-based paperless meeting decision monitoring and management system. It is a product of *Bahagian Dasar & Perancangan ICT* (BDPICT) MAMPU developed in accordance with the *Pekeliling Kemajuan Pentadbiran Awam Bilangan 2 Tahun 1991, Panduan Pengurusan Mesyuarat dan Urusan Jawatankuasa-jawatankuasa Kerajaan*. It started out as a solution to members of Government IT and Internet Committee (GITIC) and is now a fully-fleged application that has been further enhanced for implementation by all Malaysian government agencies at various levels.

MyMeeting has won the prestigious *Anugerah Inovasi Perkhidmatan Awam* (AIPA) Award in conjunction with the *Anugerah Kualiti Sektor Awam* (AKSA), which is an event organized by MAMPU to give recognition and appreciation to Public Sector Agencies.

MyMeeting installation is easy. Once successfully installed, it is accessible by normal web browsers (eg. Firefox, Internet Explorer, etc).

1.2 Benefits of MyMeeting

MyMeeting is designed for 4 groups of users, namely '**Super Administrators**', '**Secretariat/Admin**', '**Chairman**', and '**Meeting members**'. Benefits of MyMeeting includes:

- For '**Super Administrators**'
  - Facilitates system wide administration
  - Monitors usage activities

- For '**Secretariat/Admin**'
  - Facilitates meeting preparation
  - Automatically sends out meeting invitations & alerts
  - Automatically sends out reminders to update status
  - Automatically extracts decision task list from minutes
  - Facilitates minutes & reports preparation through government-approved templates

- For '**Chairman**'
  - Monitors and gives comments on the status of action items
  - Monitors the task handling status
  - Receives notices of status updates
  - Easy retrieval of meeting information and archive

- For '**Meeting members**'
  - Updates the task handling status anywhere, anytime
  - Receives automatic reminders to update status
  - Conducts discussions online
  - Updates profile

** The functions for Chairman and Meeting Members have been combined as one, referring to chapter 4.1 => Accessing MyMeeting : Users / Members*

1.3 Objectives of MyMeeting

MyMeeting objectives are as follows :

- Effective monitoring of decisions made in meetings
- Elevate the efficiency and better communication among meeting members
- Easy information sharing
- Workflow automation to ease secretariat workloads

1.4 System Flow

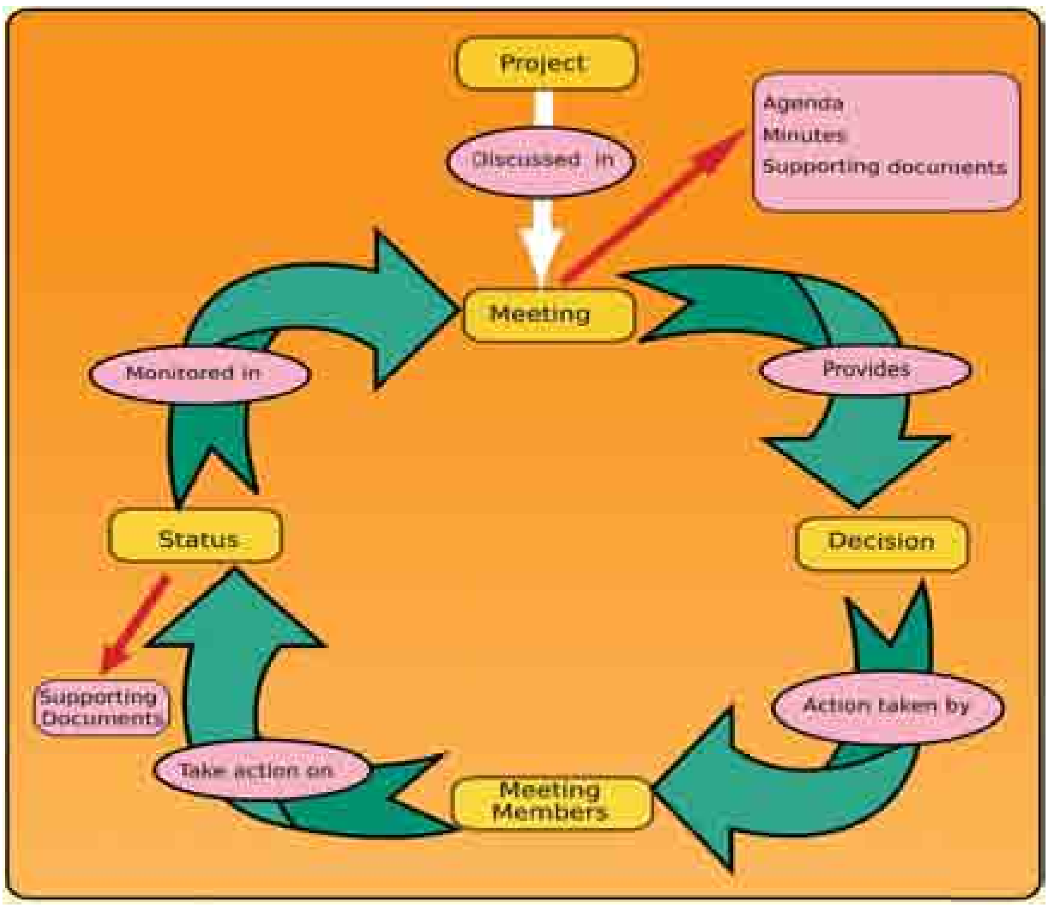


Diagram 1: MyMeeting Flow

The diagram above explains the flow in MyMeeting. MyMeeting consists of one or more committees. The users in MyMeeting belong to one or more committee. Meeting will be held in the committee to discuss projects and come out with decisions. Action items in decisions will be carried out by the meeting members in charge, who need to report the action status to the committee.

1.4.1 Committee

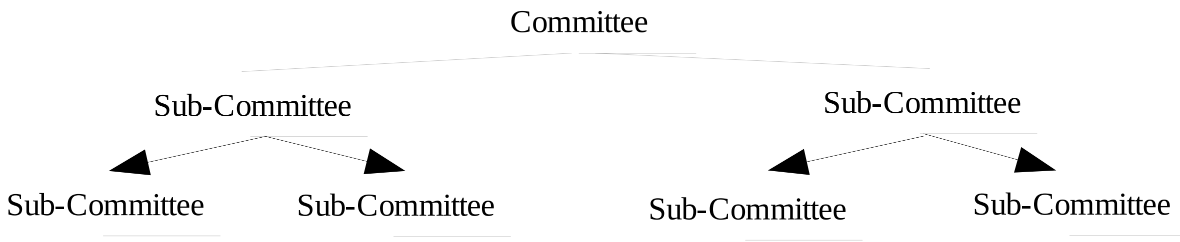


Diagram 2 : Committee Level

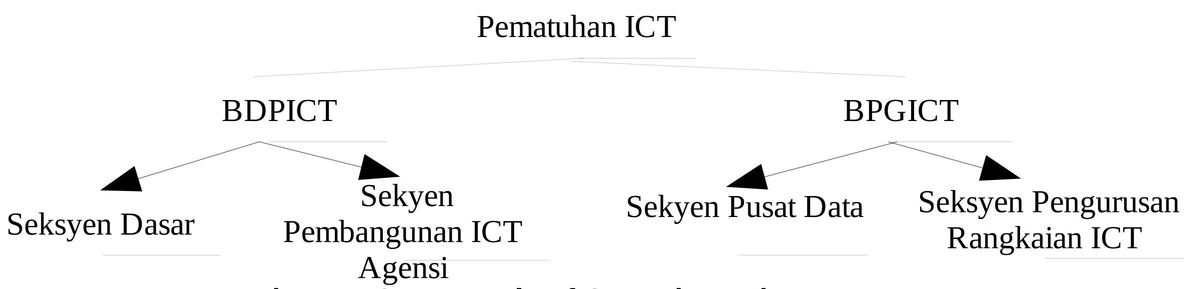


Diagram 3 : Example of Committees in MAMPU

In MyMeeting, a committee is a group of people who holds regular meetings to discuss the same subject matters. A committee can have multiple sub-committees and the sub-committees can also have another level of sub-committee. One person can belong to many committees as he might be involved in many meeting discussions. An organization can have many sub-committees as different sets of people might discuss different aspect of the organization. Lets take a look at a MAMPU's organization and explore what committees might be created for that organization. The committees for MAMPU are:

1) **Pematuhan ICT**: The organization name itself might be a committee. This committee would consist of every single person in the organization. This committee might not hold meeting very often, maybe once a month or maybe only once a year.

2) **BDPICT**: The MAMPU's BDPICT can also have a committee of their own to discuss how ICT should be planned, developed, maintained, managed, and can help expand services to reach its goal. This committee might only consist of the Director, Vice Director, Secretary and head of departments of BDPICT. They might want to meet once a week to discuss the status of the current implementation and make plans for the future.

3) ***Seksyen Dasar***: BDPICT consists of many sections, and *seksyen dasar* is one of them. This section plans, monitors , analyses and evaluates the weakness of ICT network in agencies.

4) ***Unit Penyelidikan Perancangan ICT***: Every section in MAMPU has its own unit which consists of their own committee to discuss how the unit could contribute to achieve the overall goal of the organization. So the *Unit Penyelidikan Perancangan ICT* would have a committee to discuss how

it should carry out its operation. So every other unit will also have their own committees like *Unit Penilaian* committee of the *Section Pembangunan ICT Agensi*, *Unit Penyelerasan* committee of the *Seksyen Penyelerasan dan Penyebaran Dasar* and so on.

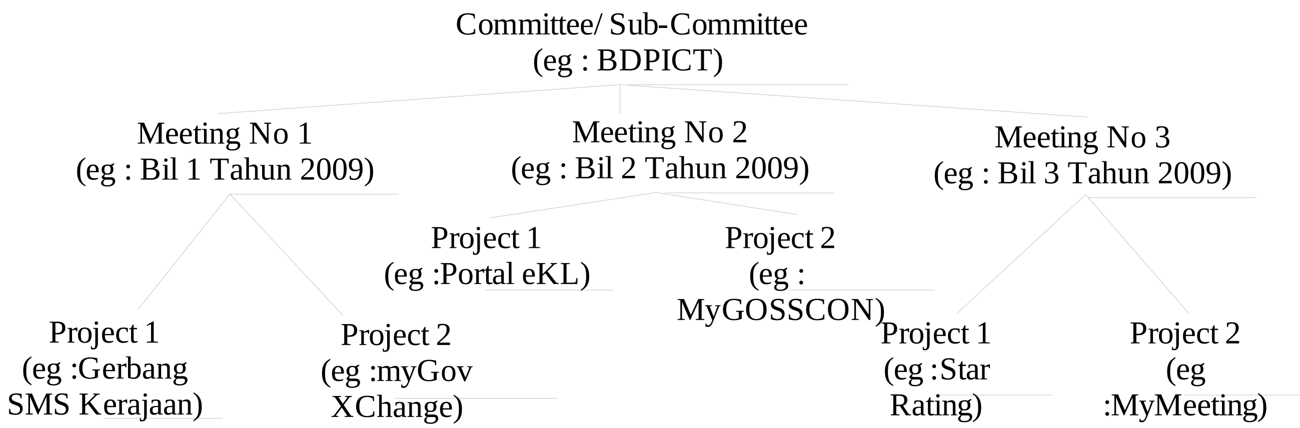


Diagram 4 : Meetings and projects per committee

As shown in the above diagram, a committee/sub-committee can have multiple meetings and each of the meeting can be tied to multiple projects.

1.4.2 Users

Users are assigned a username and password to access MyMeeting system. In a single MyMeeting system, the user can join multiple committees. Therefore the secretariat or administrator of a committee can only determine your role in their committee but should not be able to change any personal details about you as those details are shared with all the committees in which you are involved. Only the user themselves and the MyMeeting super user can modify the user details.

1.4.3 Groups

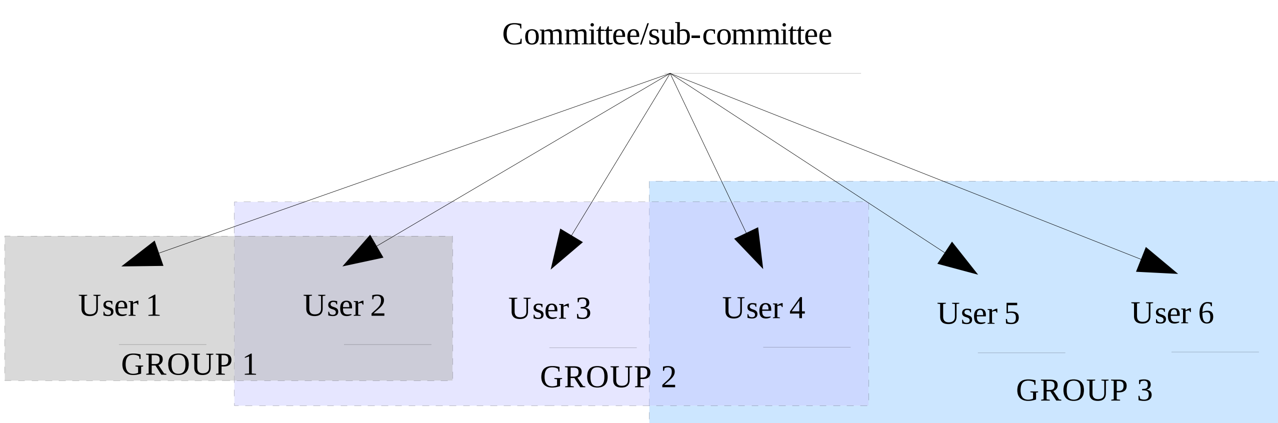


Diagram 5 : Grouping of users in MyMeeting

Members of a committee can be conveniently categorised into groups. Groups might represent from where the users are from (ie. users from different departments are put into their own groups), might represent the ranks of the users (ie. directors are one group, lowly lifeless peons are another), might represent the different functions of the users (coders might be one group, graphic artist might be one group, musicians might be one group) and might even represent separation of the users (male/female, by race, by religion and other forms of discrimination).

This function is useful to facilitate multiple users selection. Clicking on the checkbox of a single group is easier than clicking on the checkbox of every group member. For example, decisions can be assigned to groups and any of the group member would be able to update the status of the decision assigned to that group.

2 Installation

This chapter explains in detail the requirements and procedures for installing MyMeeting and the main options of installation.

2.1 System Requirements

To install MyMeeting, the minimum system requirements are :

- Database: MySQL Versi 5.0.x or greater
- Web server: Apache 2.x or greater
- PHP 5.0.x until 5.2.x
- To display custom banner : PHP GD Module

On Windows, if you haven't had PHP installed yet, you can make use of WampServer to (http://www.wampserver.com/en/download.php) install all the above at once or you can install all the components separately by visiting their respective websites. To downgrade latest WAMP server to previous PHP version 5.2.x, please refer http://www.wampserver.com/en/faq.php.

2.2 Apache Configuration

Edit Apache settings by changing the following in your **httpd.conf**

- Locate for the "httpd.conf" file under the "conf" folder inside the Apache's installation folder.

- Add in this line in your configuration file "**AccessFileName htaccess.txt**". (needed for installation in Windows).

- Make sure mod_rewrite is enabled. Find the following line "#LoadModule rewrite_module modules/mod_rewrite.so" in the "httpd.conf" file. You can do this easily by searching the keyword "**mod_rewrite**" from find menu. Delete the comment by removing the "#" at the starting of the line.

- Make sure AllowOverride is set to Allow by changing "AllowOverride None" to "**AllowOverride All**". By default WampServer is set to AllowOverride All.

2.3 Installing MyMeeting

MyMeeting also has a **Bahasa Malaysia** interface. Follow these 2 easy steps here to change interface to BM:

1. Edit this file in folder mymeeting / app / config / bootstrap.php

2. Change line 46, "define('DEFAULT_LANGUAGE','eng');" to "define('DEFAULT_LANGUAGE','may');"

Listed below are the steps to install MyMeeting:

WINDOWS

- To install MyMeeting on windows, you need to go to your command prompt (start->run(type cmd)) (Refer screen shots in Linux installation as below)

- Go to MyMeeting console directory which reside in your web folder (*Do ensure that the steps in 2.2 is done before you proceed with the following steps*)

C:\> **cd C:\wamp\www\mymeeting\cake\console**

- Next type (the path should follow the PHP version you have installed earlier). Please use **PHP version 5.2.x** since current MyMeeting does not support PHP 5.3.x

C:\wamp\www\mymeeting\cake\console> **C:\wamp\bin\php\php5.2.6\php.exe .\cake.php install**

- After the installation is completed, create the MyMeeting database

C:\wamp\www\mymeeting\cake\console> **C:\wamp\bin\php\php5.2.6\php.exe .\cake.php createdb**

- Once the database is created, rerun the installation script

C:\wamp\www\mymeeting\cake\console> **C:\wamp\bin\php\php5.2.6\php.exe .\cake.php install**

LINUX

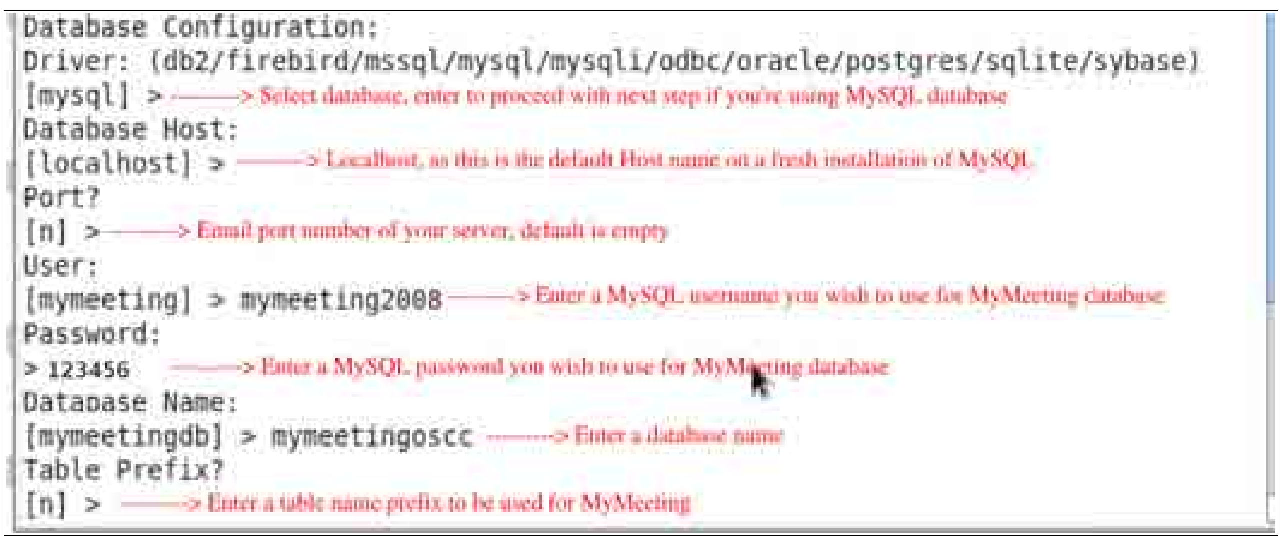
- To install MyMeeting on Linux, you need to go to your terminal screen. (*Do ensure that the steps in 2.2 is done before you proceed with the following steps*)
- Go to MyMeeting console directory which resides in your web folder

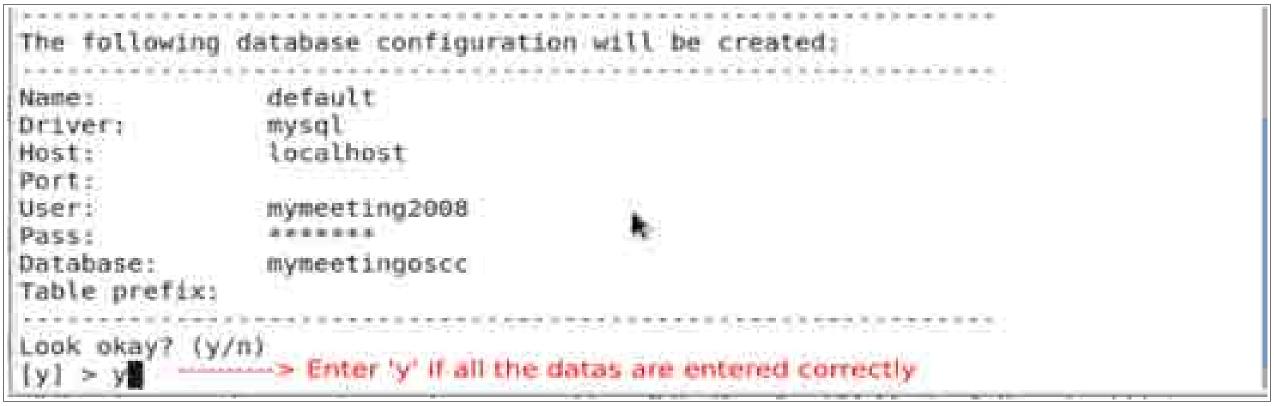
```
$ cd /var/www/html/mymeeting/cake/console
```

- Next type (the path should be following the PHP version you have installed earlier).

```
$ ./cake install
```

Follow and key in the instructions and settings needed to complete the process of installation.

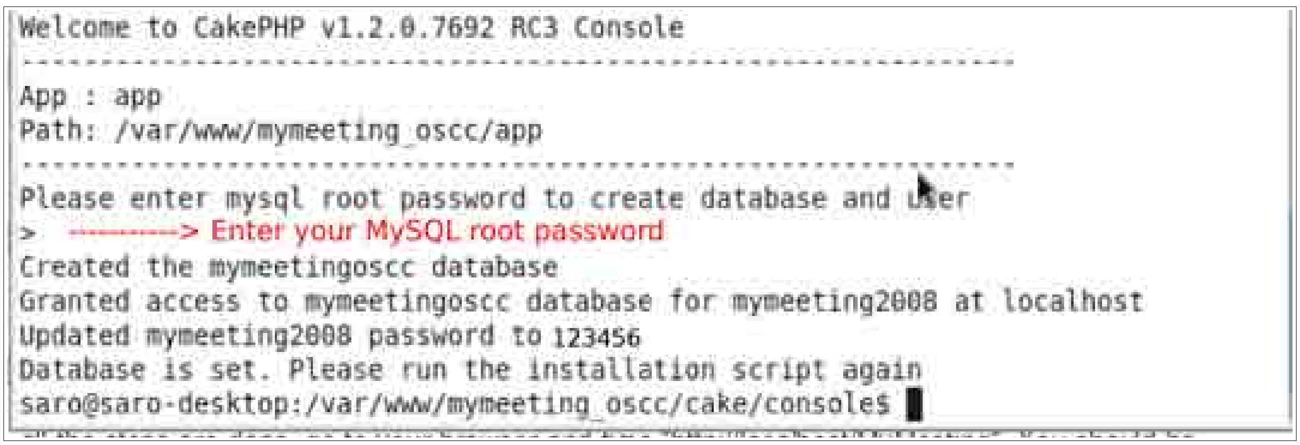




```
------------------------------------------------------------------
The following database configuration will be created:
------------------------------------------------------------------
Name:           default
Driver:         mysql
Host:           localhost
Port:
User:           mymeeting2008
Pass:           *******
Database:       mymeetingoscc
Table prefix:
------------------------------------------------------------------
Look okay? (y/n)
[y] > y  ---------> Enter 'y' if all the datas are entered correctly
```

- After the installation is completed, create the MyMeeting database

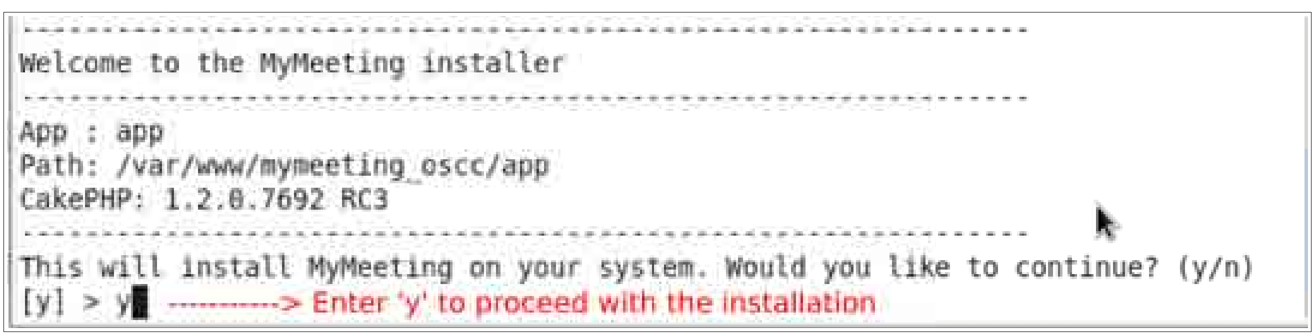
```
$ ./cake createdb
```



```
Welcome to CakePHP v1.2.0.7692 RC3 Console
---------------------------------------------------------------
App : app
Path: /var/www/mymeeting_oscc/app
---------------------------------------------------------------
Please enter mysql root password to create database and user
>  ---------> Enter your MySQL root password
Created the mymeetingoscc database
Granted access to mymeetingoscc database for mymeeting2008 at localhost
Updated mymeeting2008 password to 123456
Database is set. Please run the installation script again
saro@saro-desktop:/var/www/mymeeting_oscc/cake/console$
```

- Once the database is created, rerun the installation script

```
$ ./cake install
```



```
---------------------------------------------------------------
Welcome to the MyMeeting installer
---------------------------------------------------------------
App : app
Path: /var/www/mymeeting_oscc/app
CakePHP: 1.2.0.7692 RC3
---------------------------------------------------------------
This will install MyMeeting on your system. Would you like to continue? (y/n)
[y] > y  ---------> Enter 'y' to proceed with the installation
```

```
Database is already set. Do you want to reconfigure it? (y/n)
[n] >  ----> Deafult is no 'n' , so just enter to proceed with the installation

The following tables will drop.
announcements
attachments
comments
committees
committeetodos
memberships
decisions
decisions_groups
decisions_users
groups
groupstatuses
hashes
items
logs
meetings
```

```
meetings
meetingtodos
attendances
notifications
roles
templates
titles
systemtodos
users
users_groups
userstatuses
wfmodels
wfstatuses
workflows

Are you sure you want to create the tables? (y/n)
[y] > y  ---------> Enter 'y' to proceed with creating MyMeeting tables
```

```
End create.
Agency name:
> OSCC, MAMPU  --------> Enter your agency name
Agency address:
>  --------> Enter your agency address
Agency slogan:
> --------> Enter your agency slogan if there's any
Date format:
[d/m/Y] > --------> Enter the date format, leave it empty for the default format
Time format:
[H:i a] > Enter the date format, leave it empty for the default format
Server Address (eg http://www.agensi.gov.my, http://www.agensi.gov.my/mymeeting):
> --------> Server Address
E-mail from:
> --------> The email from that will be displayed whenever the system is sending an email to users
E-mail from name:
> --------> The name that will be displayed whenever the system is sending an email to users
E-mail host:
[localhost] > --------> Enter the prefered time format, leave it empty for default format
E-mail port:
[25] > --------> Email port number
Days to remind:
[7] >  --------> Number of days for status reminder
/var/www/mymeeting_oscc/app/config/mymeeting.php
```

Once all the steps are done, go to your browser and type “http://localhost/MyMeeting”. You should be able to see the login screen of MyMeeting. Default login username will be **admin** and password **123456**. Please change the password immediately after login.

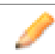
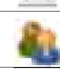
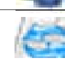
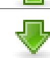
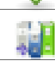
3 Getting Started

3.1 Introduction

Before we start, it is important to understand that MyMeeting User has a predefined set of permission, i.e tasks that they can actually do. The permission depend on the way responsibilities are delegated according to the types of users in the system.

For example, the whole MyMeeting system may have only one Super Administrator. In which case, a Super Administrator account, is created during the installation process by default. Super Administrator will be responsible for creating committees and by default again will be assigned with the admin permission for each and every committees he/she created. But, admin inside the committees has the rights to disable or delete Super Administrator from viewing their committee. Therefore, Super Administrator does not have access to all the committees created unless he is given a permission.

3.2 General Icons used in MyMeeting

Description	Icons
Edit	
View	
Delete	
Edit Committees	
Wfmodels	
Committees Todo's	
Groups	
Announcement	
Templates	
Users	
Reset Password	
Email	
Move position up	
Move position down	
Sub-Committees	

3.3 Registration

MyMeeting creates a default Super Administrator account upon installation. This Super Administrator can then create committees and their respective Admin. Super Administrator or the Admin may then register the members from the system and assign the members to their committees involved. (will be explained in later chapter)

3.4 Changing Password

MyMeeting automatically asks users who logged in for the first time to change their password. The default password assigned to the users will be the same as their username. This screen will stay on whenever you login if the username and the given password is still the same, so it is advisable to change your default password to a more secured one. User can also change password at anytime by using the function provided.

To better protect your account, make sure that your password is unforgettable for you but difficult for others to guess. For security purpose, your new password must be set a minimum of five characters long. A good password contains a combination of uppercase and lowercase letters (remember that your password is case sensitive) and numbers.

Illustration 1 : Change password

3.5 Recovering a Lost Password

MyMeeting allows you to reset your password should you forget it.

The following screen appears when you click on the "**Forgot Your Password?**" prompt in the Login Form :

Illustration 2 : Forgot Your password

When you fill in your e-mail address, MyMeeting will e-mail you a new password that you can use to access the system. The reason that MyMeeting cannot send your old password to you is that

passwords are stored using an encryption format that is not reversible. This means that even Super Administrators cannot view your password!

Since your new password are sent out via e-mail and e-mail is inherently insecure, it is always a good idea to change passwords received via e-mail as soon as possible. If your e-mail address has changed, the only option you have is to contact the Super Administrator who can reset back your password.

** Password being reset will be the same as your username*

These second screen appears when you click on the “**Forgot Your Username?**” prompt in the Login Form :

Illustration 3 : Forgot Your Username

When you fill in your e-mail address, MyMeeting will e-mail you the username that you can use to access the system.

4 MyMeeting Users

4.1 Type of Users and Access Permission

As explained earlier, MyMeeting has 3 types of users namely:

- Super Administrator
- Secretariat / Admin
- Users / Members

  ** The functions for Chairman and Meeting Members have been combined as one, referring to Users/Members roles*

Stated below are the main functionalities of each user role in MyMeeting. This manual explains each user functions in more details.

- **Super Administrator** has the ability to create :
  - Other Superuser
  - New Committee
  - New Title
  - System-wide to-do list
  - Change system settings
  - Viewing logs
  - Reset user password

- **Secretariat / Admin**
  - Manage Committees
  - Create Sub-Committees
  - Assign Members to committees
  - Create Groups for committee
  - Create Project for committee
  - Manage Committee Meeting

- **Users / Members**
  - Update action status
  - Change own password
  - Update personal detail
  - Give comment

4.2 Logging In and Out

To Login

Type MyMeeting address on your web browser (example http://localhost/mymeeting). Once you have been added/registered to MyMeeting by administrator of the committee, you can enter your **username** and **password** in the Login Form and click **Login** button to login to the system. Upon Logging in, system will navigate to "**My Committee**" screen.

Illustration 4 : Login page

As a security measure, Capcha will appear after 3 unsuccessful logins as shown in following illustration. User will be required to fill in the shown numbers and alphabets in order to login back to prevent brute-force password hacking. Your login account will be locked for an hour after 6 unsuccessful logins.

Illustration 5 : Captcha

Logout

On any page of MyMeeting you can find “Logout” link at the top right side of the screen. Click on **“Logout”** link, system will end the current session and navigate to login page.

Illustration 6 : Logout page

4.3 My Committees

My Committees is the main page which will be displayed after logging in to MyMeeting. My Committees screen will list all the committees involved by the person who logged in.

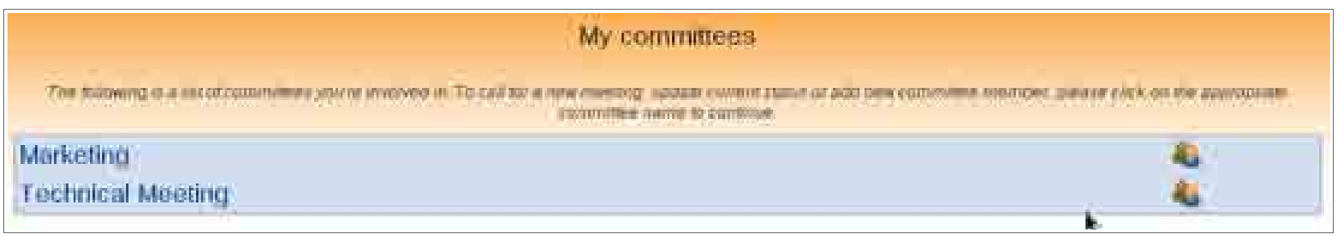


Illustration 7 : Committees involving the current user

4.4 My Profile

Any user regardless of their assigned roles, is able to manage his/her own profile. He/she can update and change account password too.

To Update Profile

Click a link labeled with current logged-in user's name. You will be prompted to edit profile screen.

Illustration 8 : Editing Profile

Fields:

✔	Title	-User's title (eg. Dato', Dr., Pn.,etc)
✔	Name	-User's full name
✔	Post	-User's job title
✔	Section/Division	-User's section or devision
✔	Grade	-User's grade (eg. F29, F41)
✔	Email	-User's email address
✔	Address	-Office address
✔	Telephone	-Office phone number
✔	Fax	-Fax number
✔	Mobile	-Mobile number

Modify your personal details. Click **“Submit”** button to save the record, system will be prompted to **“My Committee”** screen if it has been saved successfully.

To Change Password

On **“Edit Profile”** screen, click on **“Change Password**” link. You will be prompted to change password screen.

Illustration 9 : Changing Password

Fields:

- ✔ Old Password -Key in your old/existing password.
- ✔ New Password -Key in your desired new password
- ✔ Confirm Password -Key in the new password again to confirm the new password

Click **“Submit”** button to save the record, you will be prompted to **“Edit Profile”** screen if it has been saved successfully.

5 Accessing MyMeeting: Users / Members

5.1 Introduction

This chapter deals with the access permission of users/members in MyMeeting system. The functions available in MyMeeting will vary depending on the access permission assigned to you. In this chapter, we will look at :

- Preparation for meeting
- Usage during meeting
- Usage after meeting

5.2 Preparation for Meeting

Before attending a meeting, users are required to confirm their attendance which will be received via an automatically generated email invitation. Explained below are the two steps involved in preparation of the meeting.

5.3 Confirming Attendance

Users/Members can confirm their attendance before a meeting through MyMeeting system. When emailed invitation is received, a link directing the user to a confirmation page will be provided. Once logged in, users/members will have options to confirm attendance or state reason for not attending. If the meeting allows them to send representatives on behalf, they can nominate someone to the meeting too.

Attendance confirmation can be edited and changed up to **three days before the actual meeting.**

Illustration 10: Attendance Confirmation

5.4 Invitation Emails

Email will be sent from the system to invite users to attend meeting. Users invited to attend the meeting will receive an e-mail containing the details of the meeting. This automatic meeting invitation will ensure none of the members are left uninvited.

To view further information such as agenda, decision taken during the previous meeting, supporting documentations, users will need to login to MyMeeting system.

Illustration 11: Example of meeting Invitation email received

5.5 During Meeting

During an ongoing meeting, users/members can view the previous discussion minutes, can do searching of decisions taken, comments and their statuses. Besides, all the files uploaded to the meetings, decisions and statuses can also be viewed and downloaded.

5.6 Viewing Minutes and Decisions

Users /Members can view previous minutes and also decisions for the upcoming meeting. During a meeting, users can refer to the minutes and decisions taken via MyMeeting system itself rather than bringing a hard-copy of the minutes to the meeting.

Upon logging in the system, you will be prompted a page with all the committees you are involved in. By clicking on the committee you will be able to see a calendar displaying all the previous and upcoming meetings.

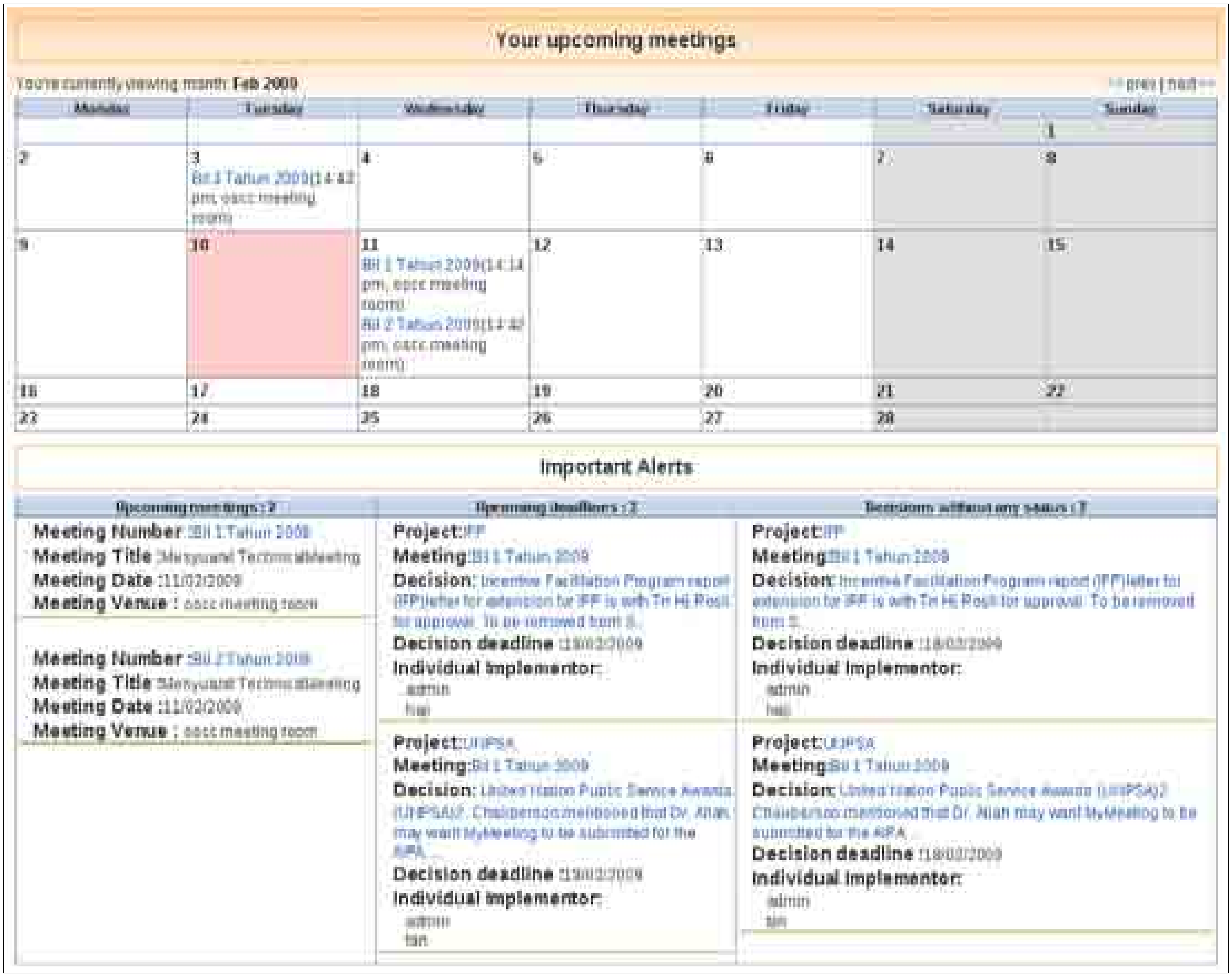


Illustration 12: Meetings are shown in calendar view and all the decisions related to the users are shown under important alerts

Clicking on the ongoing meeting will lead you to a page containing the agenda of the meeting with all the supporting documents uploaded (if there's any for that meeting).

In order to view all the decisions taken and the minutes of the previous meeting, click on the **previous meeting** from the link shown. The details of the meeting, the files uploaded and the decision will be displayed on this page.

- ✔ Filters - This option allows you to filter decisions. Filtering can be done by either choosing project, group implementor or individual implementor. Every decision that matches this filtering criteria will be filtered on the list.

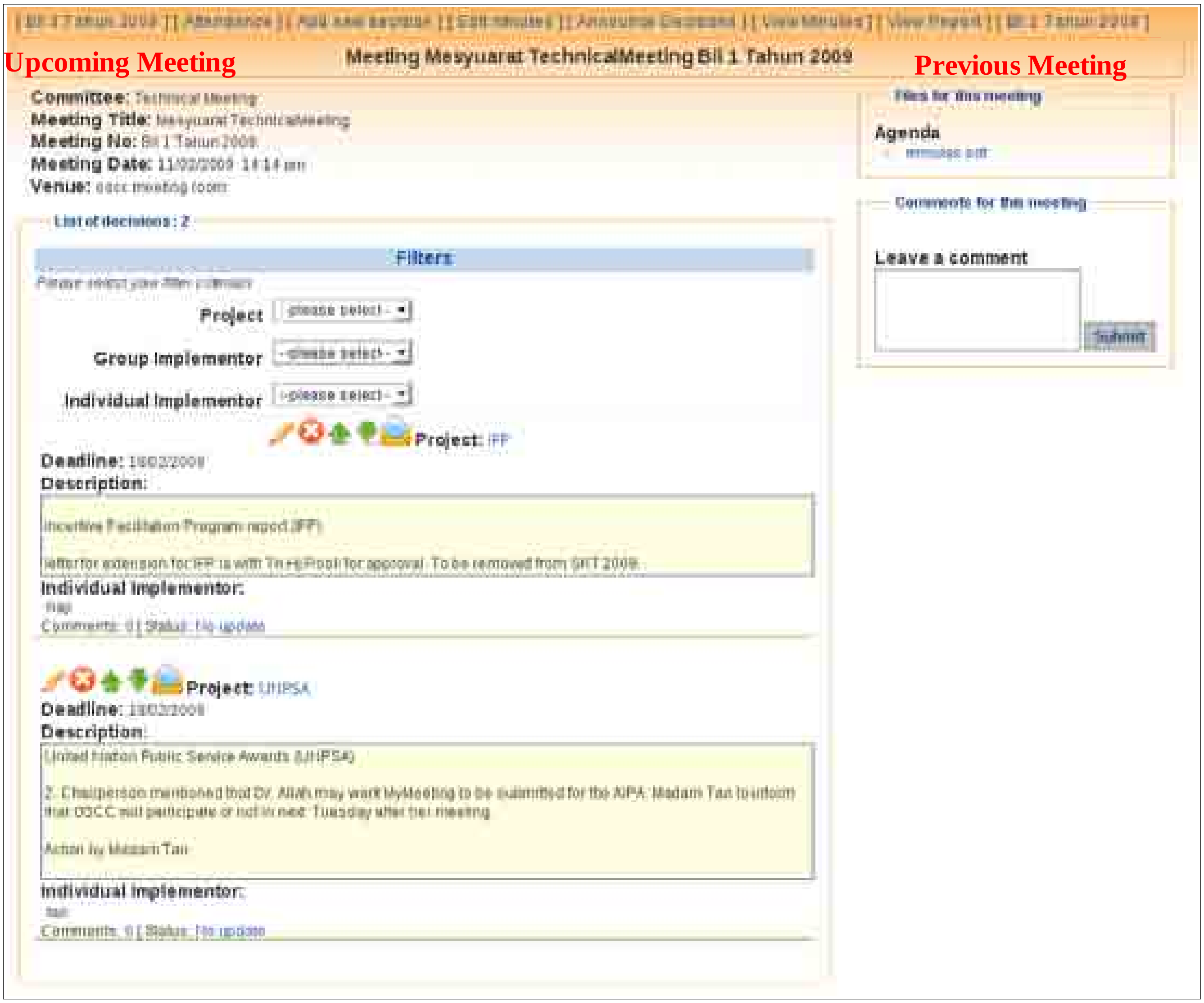


Illustration 13: Viewing Decisions

5.7 Search

This search option in MyMeeting allows the very useful utility to filter status update. You should put the search criterion, and every row that matches this criterion to be filtered on the list. This list can be categorized based on individual implementors and group implementors.

Illustration 14: Search

Search criterion

- ✔ Taken, on time -list of updated statuses before the deadline.
- ✔ Taken, late -list of updated statuses after the deadline.
- ✔ Not taken, before over due -list of non updated statuses which are before the deadline
- ✔ Not taken, overdue -list of non updated statuses which are overdue

Clicking on any link in the search will enable you to view the whole list of statuses and decisions including the comments.

Another search available in MyMeeting system is the filtering criteria. This filtering is available in every listing of the modules in MyMeeting. Type the required criteria in the provided field to search for your listing. Example of filtering in Address Book is shown as below.

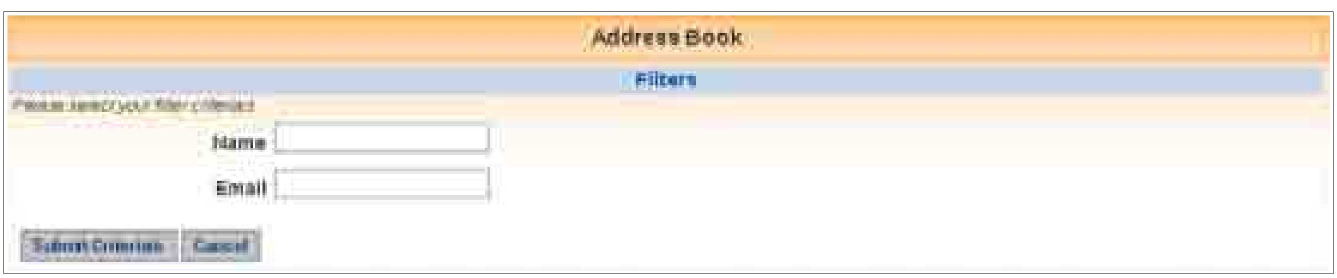


Illustration 15: Filtering available in each module

5.8 Address Book

User/Members within the committee will be listed in a paginated screen. You can view the details of other users/members within your committees by clicking the view icon.

Illustration 16: Filtering available in each module

- ✔ Filters – This option allows you to filter user accounts. Filtering can be done by either keying in username, e-mail address of the user or both at the same time. Every row that matches with this filtering will be filtered on the list.
  Email – This email address as displayed in the listing will enable email sent via local email client when the link is clicked.

5.9 Files Archive

Besides all the functions above, users/members can also view the Files Archive tab. Upon selecting the committee, user can click on the “Files Archive” tab to view all the files uploaded to a meeting, decisions and even to statuses. Click on any of the files to download it.

Illustration 17: Files Archive

5.10 <u>After MyMeeting</u>

Users/Members can post their user statuses, group statuses and even their comments once the meeting decisions have been keyed in the MyMeeting system.

5.11 User Status

Users/Members who have been assigned to take action status for decisions will be required to report their statuses. Only the latest status taken will be shown in the system, the rest will be kept in the history. Those in-charged will be able to see a link stated **“Add new <name of implementor> user status”**. Click on the link to key in your status for the decision.

Those who have been assigned to take action will see the decisions once you have clicked on the committee. All the statuses which need updates and have been assigned to you will be listed on this page under “**decisions need updating**” column (As in illustration : **Meeting shown in calendar view and all the decisions related to the user shown under important alerts**). Clicking on the decisions will redirect you to the decision page where you will be required to key in the statuses.

You can also access to this page from the calendar view. Clicking on the meeting will redirect you to the list of decisions page. To update status on any action taken, click on “**Updated/No Update**” of the decision you wish to update. (As in illustration : **Viewing decisions**)

5.11.1 Add User Status

Click on **“Add new <name of implementor> user status”.** The following page will be displayed

Access : Select **“Meeting from calendar” > “Update/No update” >** “**Add new 'name of implementor' user status”**

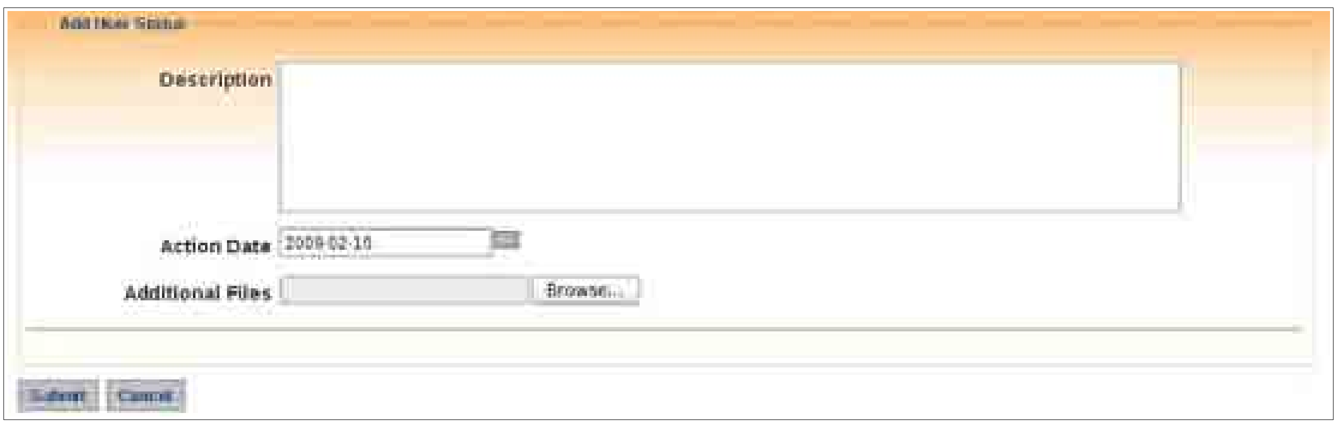


Illustration 18: Adding User Status

Fields:

- ✔ Description -The descriptions of your status
- ✔ Action Date -When has the action been taken
- ✔ Additional files -Supporting documents for this status

Type in the details and click “**Submit**” to save.

**All the implementors of that decision will receive an email upon submission of the status.*

5.11.2 Edit User Status

Status in MyMeeting cannot be edited but can be updated with new status. All your previous statuses will be saved in the history.

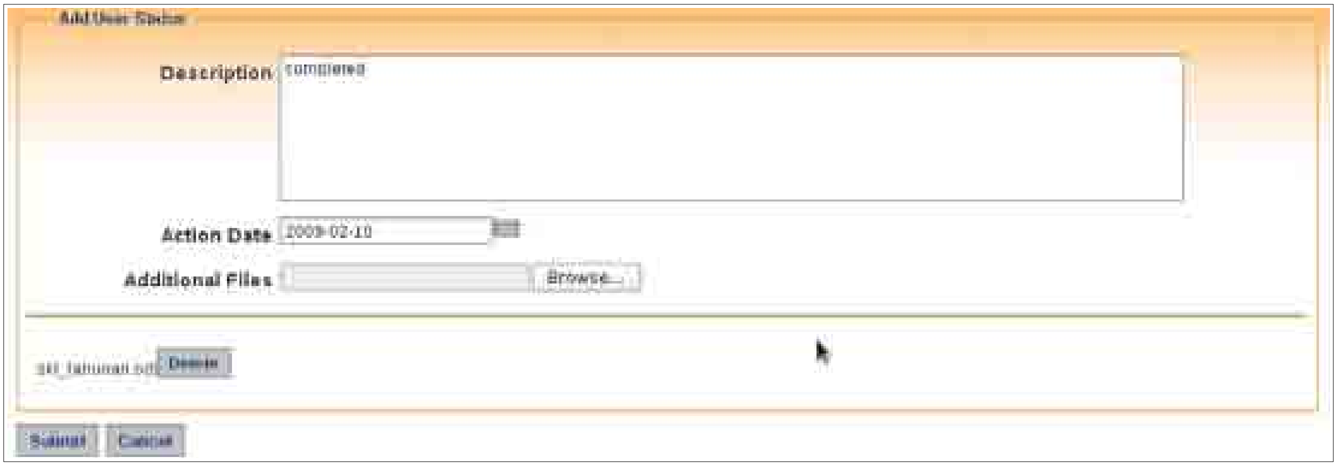


Illustration 19 : Editing User Status

5.12 Group Status

If an action is assigned to a group of people, then one of the user in that group will be required to take action on the group status . Only the latest status will be shown in the system, the rest will be kept in the history. Those in-charged will be able to see a link stated **“Add new <name of implementor> group status”**. Click on the link to key in your status for the decision.

Those who have been assigned to take status will see the decisions once you have clicked on the committee. All the statuses which need updates and have been assigned to your group will be listed on this page under “**decisions need updating**” column. Clicking on the decisions will redirect you to the decision page where you will be required to key in the group status.

You can also access to this page from the calendar view. Clicking on the meeting will redirect you to the list of decisions page. To update status on any action taken, click on “**Updated/No Update**” of the decision you wish to update.

5.12.1 Add Group Status

Click on **“Add new <name of implementor> group status”.** The following page will be displayed

Access : Select **“Meeting from calendar” > “Update/No update” >** “**Add new 'name of implementor' group status”**

Illustration 20: Adding Group Status

Fields:

- ✔ Description -The descriptions of your group status
- ✔ Action Date -When is the action date of this group status
- ✔ Additional files -Supporting documents for this group status

Type in the details and click “**Submit**” to save.

**All the group implementors of that decision will receive an email upon submission of the group status.*

5.12.2 Edit Group Status

Group status in MyMeeting cannot be edited but can be updated with new group status. All your previous group statuses will be saved in the history.

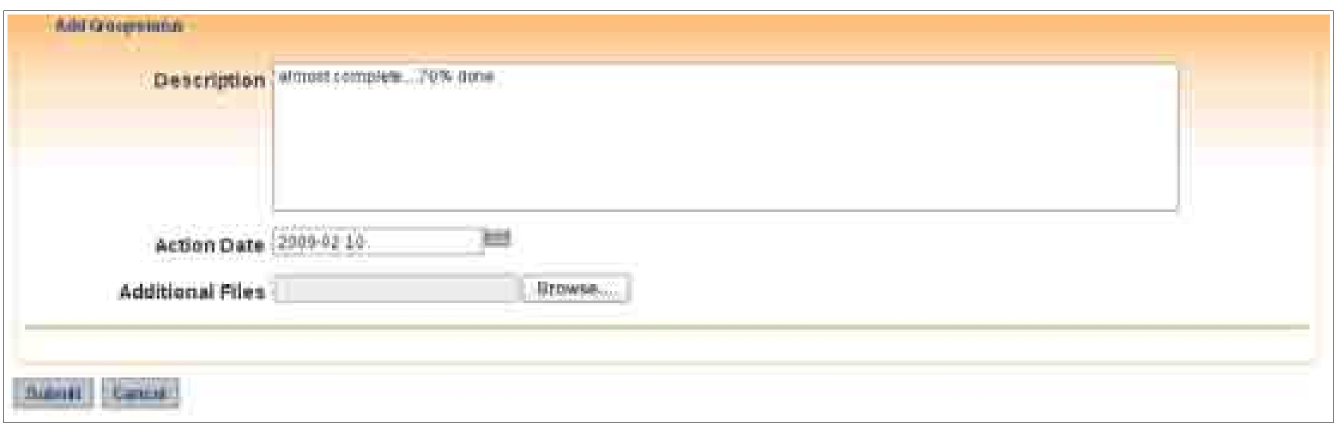


Illustration 21 : Editing Group Status

5.13 Comment

Comments can be given on meeting, each and every status and also decisions. All the users in MyMeeting do have the access to leave a comment.

5.13.1 Adding Meeting Comments

Comments on meeting can be done on the meeting details page itself as follows. Add your comments in **“Leave a comment”** section. Click on **“Submit”**. List of comments is displayed under the same section, automatically sorted by date (latest on top).

Access : Select **“Meeting” tab > “View” icon > “Comments for this meeting”**

Illustration 22 : Adding Comments for a meeting

5.13.2 Adding Status Comments

Comments can also be given for each and every status in MyMeeting. On meeting details page, click on **“Updated/No update”** link. Figure as follows is displayed. Add your comments under section labeled **“List of status”**. Click on **“Leave Comment”** link and **“Submit”** to save else click **“Cancel”** link to cancel the saving.

Access : Select **“Meeting” tab > “View” icon > “Updated/No Update” > Leave Comment**

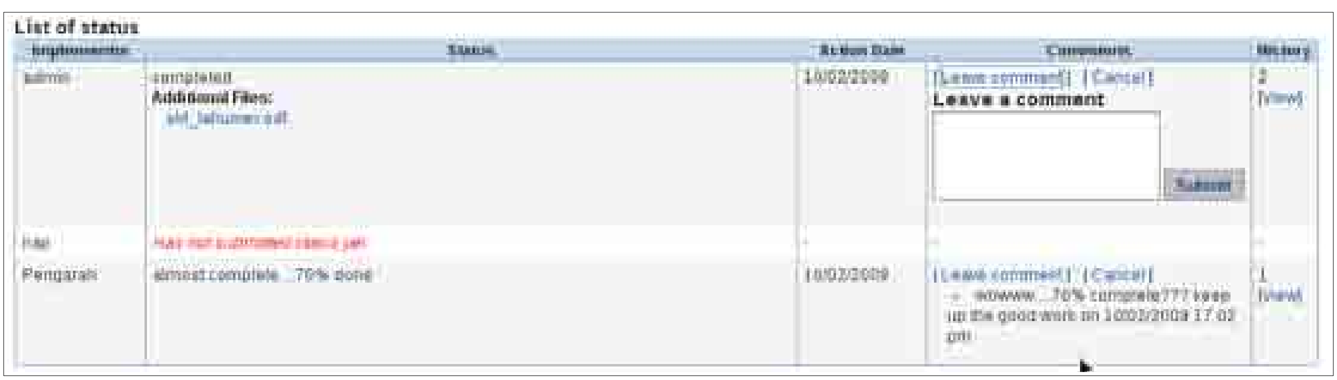


Illustration 23 : Adding Comments for a status

5.13.3 Adding Decision Comments

On meeting details page, click on **"Updated/No update"**. Figure below is displayed. Add your comments under section labeled **"Comments for this decision"**. Click on **"Submit".**

Illustration 24 : Adding Comments for decision

5.13.4 View History of Status & Comments

Click on **"View"** link in order to view all the history of your previous statuses and comments. The latest updated status will be shown on the top of list followed by others.

Illustration 25 : History of status and comments

6 Managing MyMeeting : Secretariat /Admin

Chapter 6 and 7 of this MyMeeting manual is meant for meeting secretariat responsible for meeting coordination activities.

6.1 Managing Committees

All committees will be created by Super Administrator of MyMeeting system (refer to **chapter 8** for instruction on creating committees).The admin/secretariat of a committee has a few responsibilities which must be administered in order to manage a committee. Those responsibilities are as follows:

- Add sub-committees
- Edit the committee settings
- Manage the users of the committee
- Manage the groups of the committee
- Manage the todo list of the committee
- Manage the message templates of the committee
- Manage the permission granted to users of the committee

6.1.1 Edit Committees

To edit the committee settings, the Administrator first has to look in the **"My Committees"** page by clicking on the "My Committees" link on the upper right corner. Next, click on the **"Edit"** icon beside the committee. This icon is only available to the administrator of the committee (ie the user who has been given the rights to administer the committee. See "Managing Permission" for more information).

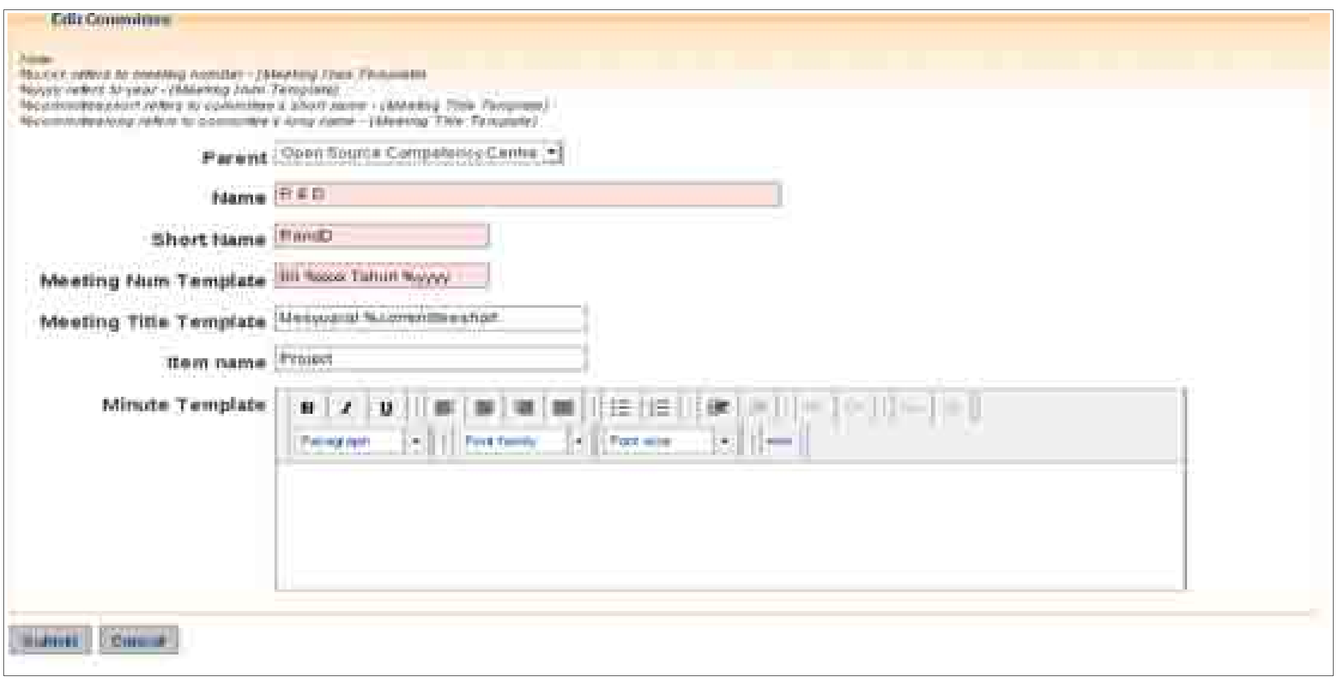


Illustration 26 : Editing Committee

Fields :

- ✔ Parent — -Assign a parent to the committee if it falls under a sub-committee
- ✔ Name — -This is the name of the committee which will be displayed in the printed reports and minutes
- ✔ Short name — -This is the name of the committee displayed whenever there is a selection to be made in a form and also used in the url of MyMeeting
- ✔ Meeting Num Template — -This is the default template which MyMeeting will use to generate the next meeting number for that committee. (ex: Bil 1 Tahun 2008)
- ✔ Meeting Title Template — -This is the default title of the meeting in that committee. There are two tags you can use in this field:
    - %committeeshort : this will be replaced by committee's short name
    - %committeelong : this will be replaced with the committee's name
- ✔ Item Name — -The default item name is 'Project'. But there are some committees who do not discuss projects in their meetings. They might discuss 'Task' or 'Agenda' and you might want it to be referred this way.
- ✔ Minute Template — -When the secretariat wants to write the minutes for a meeting, there might be a few items which would be repeated for every meeting. These items can be defined here and it would automatically be included when the minutes are first added.

Click **"Submit"** button to save the records, the main screen displaying list of committees will be displayed if it has been saved successfully.

6.1.2 Adding Sub-Committees

Click on the **"sub committee's"** icon to add a sub-committee under a committee. Even a Sub-committee can have committees under it as well.

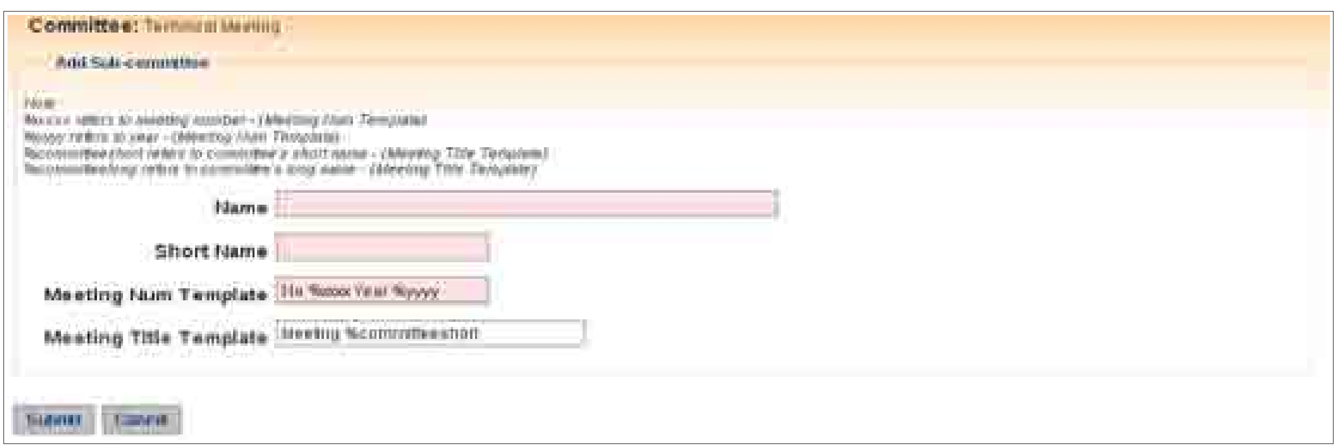


Illustration 27 : Adding Sub-Committee

6.1.3 Deleting Committees & Sub-Committees

Click on the **“delete”** icon to delete the selected committee.

Illustration 28 : Deleting Committee & Sub-Committee

6.2 Managing Permission

MyMeeting has default permission setting upon installation, if you want to change/modify them, then refer to this chapter. Committee Permission explains the access controls in MyMeeting and determine who can do what depending on their role or group they are in. The Committees Permission list can be accessed only from the 'Permission' icon beside the name of the committee in the 'My Committee' page committees list.

Permission is actually based on Models in MyMeeting. The models available are:

- Committee
- Committee Todo
- Group
- Users/Memberships
- Workflow
- Model Workflow
- Project
- Announcement
- Template
- Meeting
- Attendance
- Meeting Todo
- Decision
- User Status
- Group Status

And the list of permission that can be granted are:

- Create
- View
- Edit
- Delete
- Approve
- Disapprove

If a user has been granted the permission to view the Attendance model but not Create or Edit or Delete it then that user will only be able to view the Attendance available in that committee but would

not be able to do any other thing like edit, delete or add new Attendance. The permission can be granted to a few criteria which are:

- ✔ All -everyone who is registered in that committee
- ✔ Owner -the user who owns that particular item in the table. For example Owner of 'User Status' would be the user who has to update his status on a certain decision
- ✔ Invited -users who was invited to that particular meeting. Some committees like to have the meeting details (decisions, status, comments) viewed only by users actually involved in that meeting The administrator would be able to restrict their access using this rule.
- ✔ Attended -this is like above except it is even more strict (ie only users who actually attended the meeting will be given permission)
- ✔ Role:<user role> -grant permission if the user has this particular role in the committee
- ✔ Group:<user group> -grant permission if the users belongs to this particular group in the committee

As an example, take the default permission for 'User Status' in MyMeeting. The permission is given as:

- create = role:admin,owner
- view = all
- edit = role:admin,owner
- delete = role:admin
- approve
- disapprove

According to the permission given above, only users who have the role of admin (usually the administrators) and owners (the person who was assigned in the decision) can create and edit the user status in that committee. Everyone in that committee can see the status (view = all) and only the administrator can delete the status (delete = role:admin) , although actually in MyMeeting there is no way to delete a user status once it has been submitted.

Permission given is read from left to right and would be applied to the first rule relevant to the user. For example if a permission was written like this:

```
group:managers,!group:marketing,all
```

then the steps the system would take would be:

1. Check whether the users is in the managers group. If the users is in the managers group then the user would be granted permission for that action. If not,go to the second step.
2. Check whether the user in in the marketing group. If the user is in the marketing group then the user would be denied permission (the exclamation mark denies the permission) for that particular action. If not move on to the third step.
3. All users not granted or denied permission by step 1 and 2 are granted permission

In other words the rule above would grant permission to anyone who is a manager or that person is not from marketing.

6.2.1 Add permission

Click **"Add new model permission"** link from the list of permission to add permission in the chosen committee. Functions of the fields in permission are as explained above.

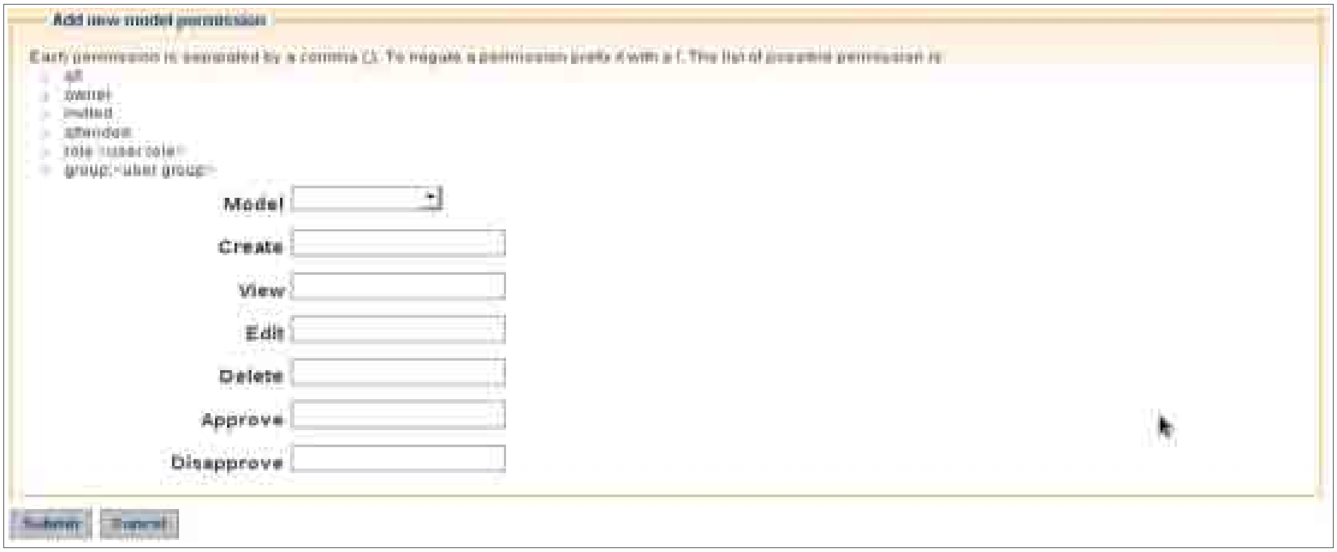


Illustration 29 : Adding Permission

Click **"Submit"** button to save the records, a list of permission will be displayed if it has been saved successfully.

6.2.2 Edit Permission

Click **"Edit"** icon on the adjacent permission to edit the permission details. Modify the required fields.

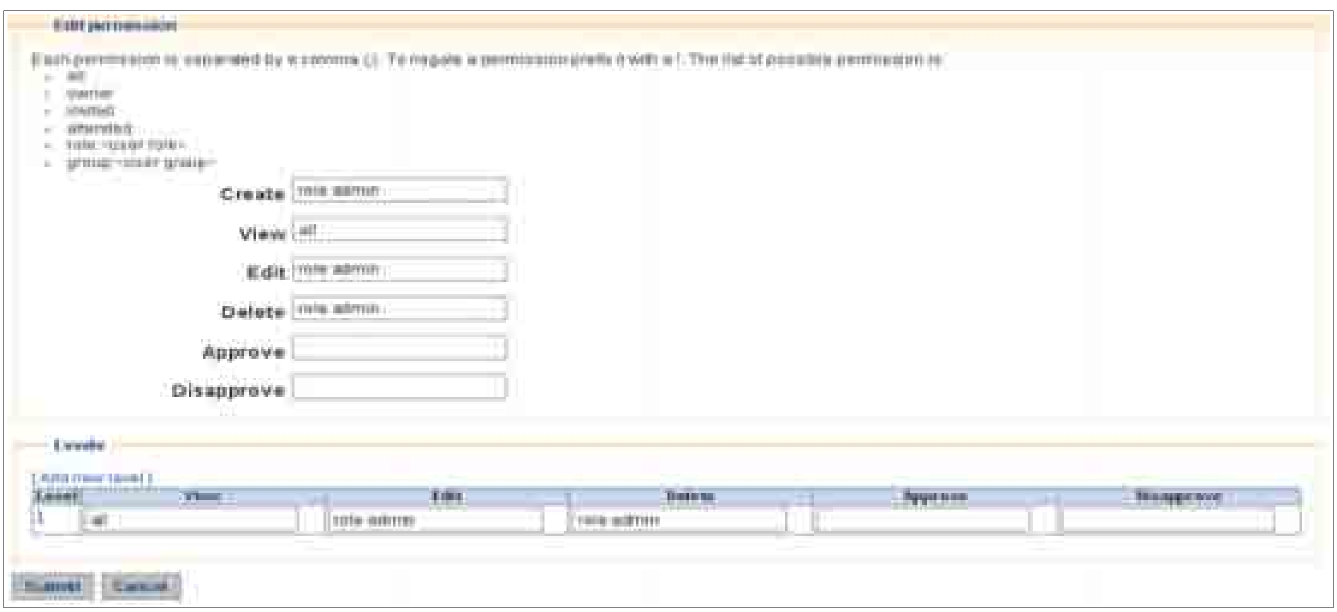


Illustration 30 : Editing Permission

Click **“Submit”** button to save the record, a list of permission will be displayed if it has been saved successfully.

6.2.3 View Permission

To view the permission, click the **“View”** icon to see the details of the permission.

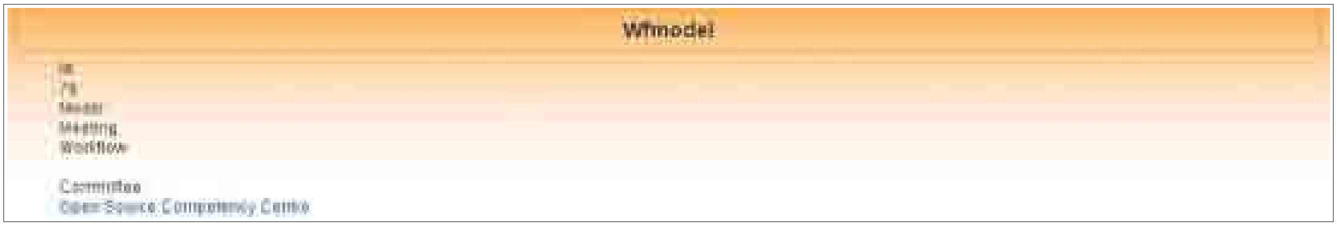


Illustration 31 : Viewing permission

6.2.4 Delete Permission

Click **“Delete”** icon on the adjacent permission to delete a permission. System will prompt a delete confirmation message, if you accept then the selected permission will be deleted. Otherwise the operation is canceled, a screen displaying list of permission will be displayed.

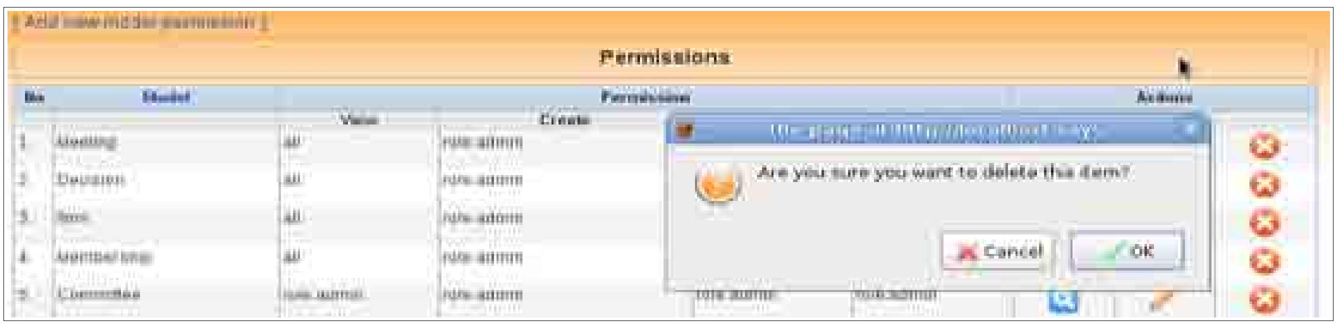


Illustration 32 : Deleting permission

6.3 Managing Announcement

Announcements added will be displayed upon clicking on a committee (displayed on the calendar page). Announcement includes any news or notices which are meant to be publicly visible to all the users/members in a committee.

6.3.1 Add Announcement

On the My Committees screen, click on **“Announcement”** icon. You will be prompted to Announcements screen. Click on **“Add new announcement ”** link and the system will redirect you to the add announcement page.

Access : Select **“My Committees” > Announcement > Add new Announcement**

- ✔ Description -The content of the announcement that would be displayed on the committee main page.

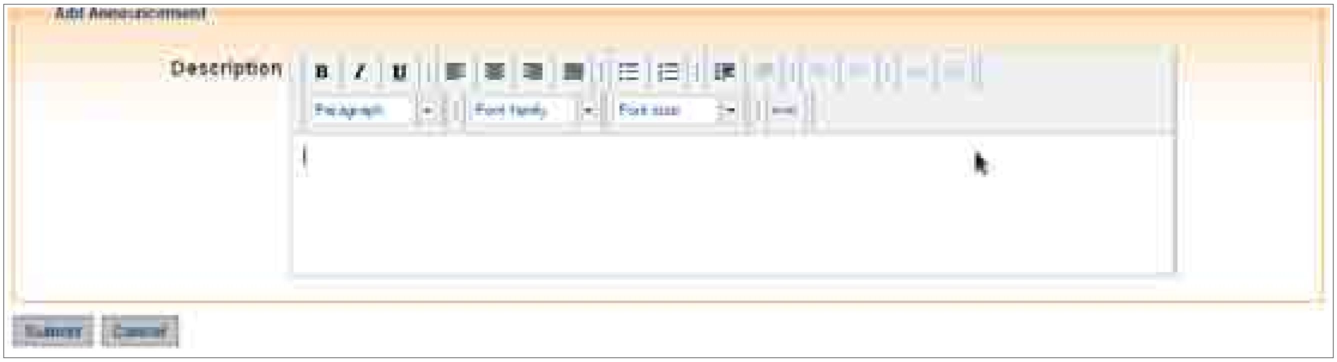


Illustration 33: Adding Announcement

Click **“Submit”** button to save the record, a screen displaying list of announcements will be displayed if it has been saved successfully.

6.3.2 Edit Announcement

Click **“Edit”** icon on the adjacent announcement to edit the announcement detail. Modify the required fields.

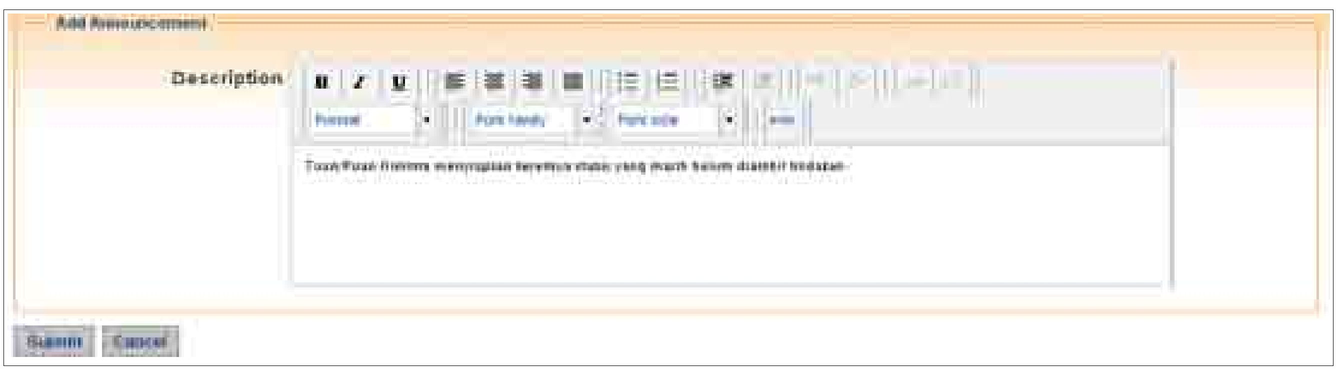


Illustration 34 : Editing Announcement

Click **“Submit”** button to save the record, a list of announcements will be displayed if it has been saved successfully.

6.3.3 View Announcement

Details of an announcement can be viewed by just clicking on the **“View”** icon. Newly added announcements will be displayed on the calendar page of the committee.

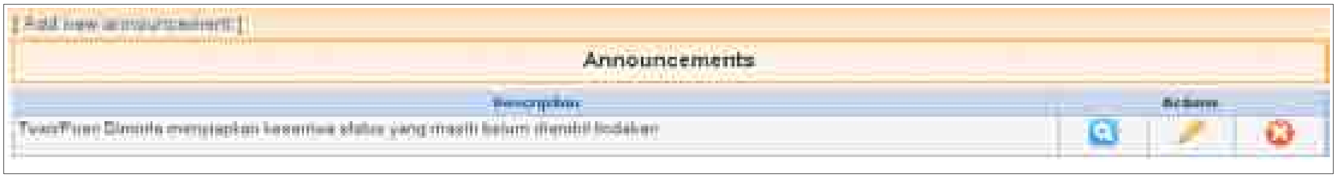


Illustration 35 : Viewing Announcement

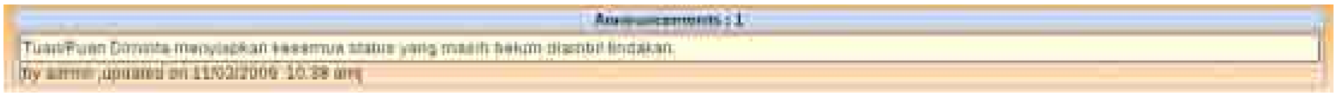


Illustration 36 : Viewing Announcement from the Committee's page

6.3.4 Delete Announcement

Click **"Delete"** icon on the adjacent announcement to delete the announcement. System will prompt a delete confirmation message, if you accept then the selected announcement will be deleted. Otherwise the operation is canceled, a screen displaying list of announcements will be displayed.

Illustration 37 : Deleting Announcement

6.4 Managing Groups

Members of a committee can be conveniently categorised into groups. Groups might represent where the users are from (ie. users from different departments are put into their own groups), might represent the ranks of the users (ie. directors are one group, lowly lifeless peons are another), might represent the different functions of the users (coders might be one group, graphic artist might be one group, musicians might be one group) and might even represent separation of the users (male/female, by race, by religion and other forms of discrimination).

The group in MyMeeting serves 2 purposes.

- Groups are used to easily choose the users/members to attend a meeting. Once a group is selected the system will automatically check each user of that group.
- Secondly, decisions can be assigned to a group in the committee and that group of members would share the same status. Any of the members could update the status for that group.

Committee groups list can be accessed from the **"Group"** icon beside the name of the committee in the **"My Committees"** page. In the **"Groups"** page the administrator can view the members of a

group, add a new group, edit the name and members of a group and also remove groups from the committee.

6.4.1 Add Groups

Click on the **“Add new group”** link to add a new group for the committee.

Illustration 38 : Adding Group

Fields :

- ✔ Name -The group name
- ✔ User -Click on the check box of the users/members to include them into the group

Click **“Submit”** button to save the record, a screen displaying list of groups will be displayed if it has been saved successfully.

6.4.2 Edit Groups

Click **“Edit”** icon next to the group in the 'Groups' page. You could edit the name of the group and the members of the group.

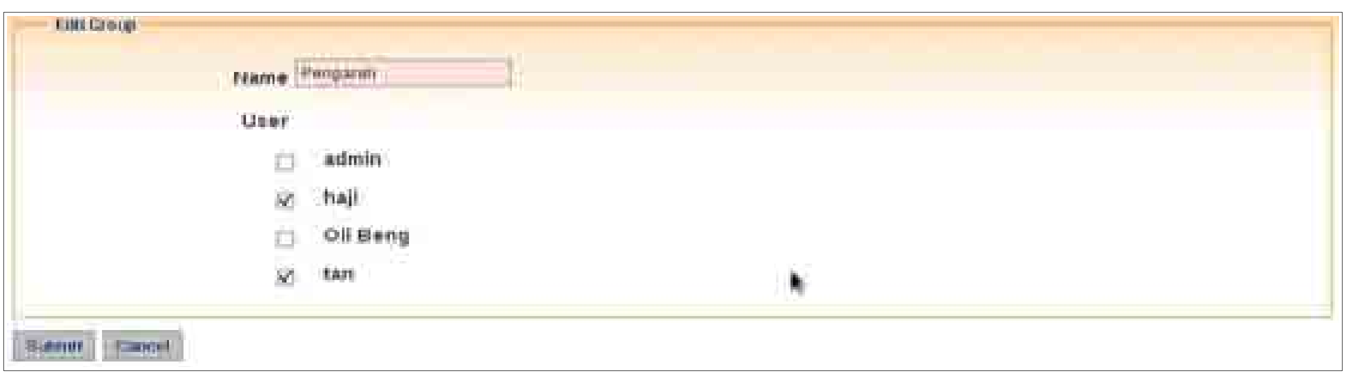


Illustration 39 : Editing Group

Click **“Submit”** button to save the record, a list of groups will be displayed if it has been saved successfully.

6.4.3 View Groups

To view the group and the members of a group, click the **"View"** icon to see the details of the group.

Illustration 40 : Viewing Group

6.4.4 Delete Groups

Click **"Delete"** icon on groups page to delete a group. System will prompt a delete confirmation message, if you accept then the selected group will be deleted from the committee. Otherwise the operation is canceled, a screen showing list of committee groups will be displayed.

Illustration 41 : Deleting Group

6.5 Managing Committee Users

Committee users list can be accessed either by going to the "**Address Book"** link in the committee or the "**Users"** icon beside the name of the committee in the "**My Committees"** page committees list. Admin/secretariat can add a new user into the committee, edit the roles of the current users and also remove users from the committee.

6.5.1 Add users

Click on the **"Add new member"** link to add a new member for the committee'.

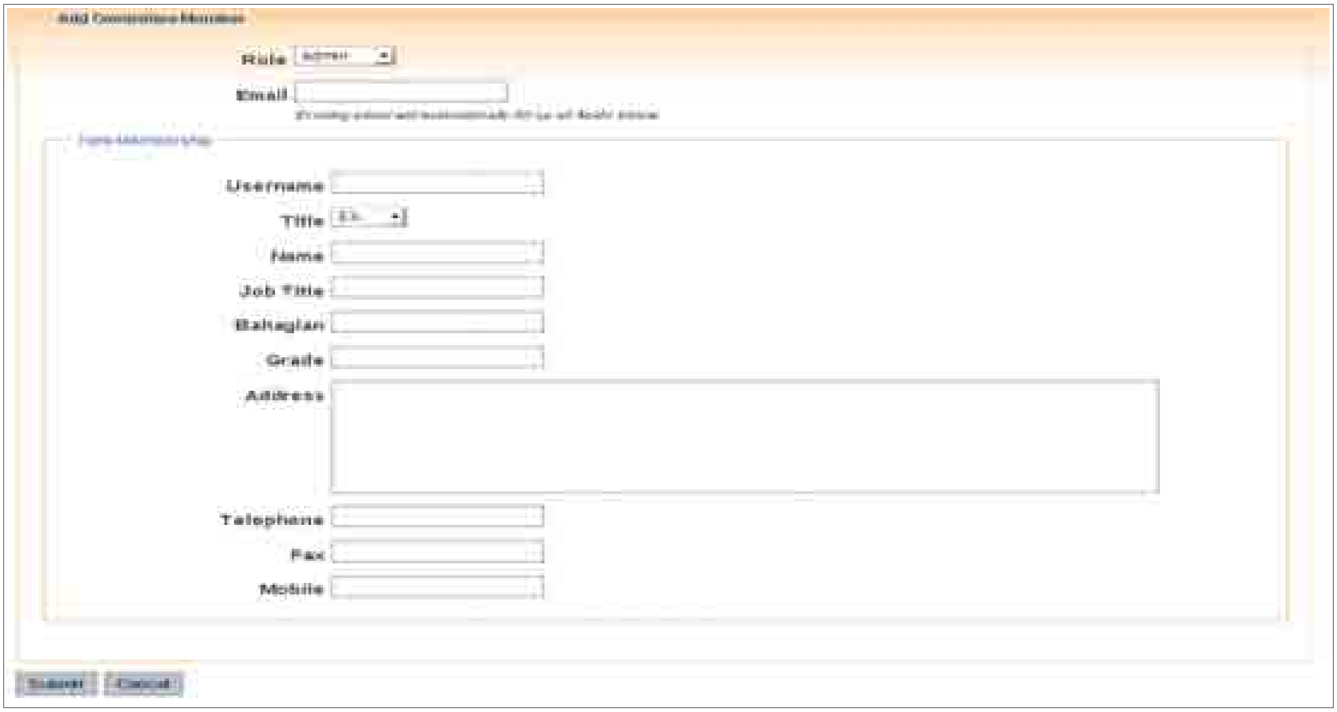


Illustration 42 : Adding Committee Members/Users

Fields :

- ✔ Role - Role for the particular user
- ✔ Email - User's email address.

** If the user already exists in the system (ie the email entered already belongs to a user registered in the system) the following fields would be grayed out as the administrator cannot change the information of a user already in the system. If the user has yet to register then it is up to the administrator to add as much details about the user as possible.*

- ✔ Username - Name which will be used upon logging into MyMeeting system.
- ✔ Title - User's title (eg. Dato', Dr., Pn.,etc)
- ✔ Name - User's full name
- ✔ Job Title - User's job title
- ✔ Section/Division - User's section or devision
- ✔ Grade - User's grade (eg. F29, F41)
- ✔ Address - User's office address
- ✔ Telephone - User's office number
- ✔ Fax - Fax number
- ✔ Mobile - Mobile number

- *Username keyed in by the administrator and the default password is the same as the username.*

Click **"Submit"** button to save the record, a screen showing list of committee's users will be displayed if it has been saved successfully.

6.5.2 Edit Users

Click **“Edit”** icon on the adjacent Address Book to edit the users role.

Illustration 43 : Editing Committee Members/Users

Click **“Submit”** button to save the record, a list of committee's users will be displayed if it has been saved successfully.

** As the admin can only manage how the user is related to the committee itself, so he can only change the user role in the committee.*

6.5.3 View Users

Detail of a user can be viewed by just clicking on the **“View”** icon. For all the committees, the user involved will also be listed in this page.

Illustration 44 : Viewing Committee Members/Users

6.5.4 Delete Users

Click **“Delete”** icon on the adjacent Address Book to delete a user. System will prompt a delete confirmation message, if you accept then the selected user will be deleted from the committee. Otherwise the operation is canceled, a screen showing list of committee users will be displayed.

Illustration 45 : Deleting Committee Members/Users

6.6 Managing Committees Todo

Committees Todo is used as the default Todo checklist for every new meeting in that particular committee. Examples of a meeting todo checklist might be items like:

- Book the meeting room
- Arrange the refreshments
- Prepare the projector
- Print out agenda

The Committees Todo list can be accessed only from the 'Todo' icon beside the name of the committee in the 'My Committee' page committees list.

6.6.1 Add Todo

Click on the **"Add new todo"** link to add a new todo for the committee'.

Illustration 46 : Adding Committees Todo's

Fields :

- ✔ Name -The name/description of the to-do
- ✔ Priority -the importance level of the to-do
- ✔ User -person in charged to do the task

Click **“Submit”** button to save the record, a screen showing list of committee's todos will be displayed if it has been saved successfully.

6.6.2 Edit Todo

Click **“Edit”** icon next to the todo from the 'Todos' listing page.

Illustration 47 : Editing Committees Todo's

Click **“Submit”** button to save the record, a list of committee's todos will be displayed if it has been saved successfully.

6.6.3 View Todo

To view the todo, click the **“View”** icon to see the details of the todo.

Illustration 48 : Viewing Committees Todo's

6.6.4 Delete Todo

Click **“Delete”** icon on todos page to delete a todo. System will prompt a delete confirmation message, if you accept then the selected committee's todo will be deleted from the committee. Otherwise the operation is canceled, a screen showing list of committee todos will be displayed.

Illustration 49 : Deleting Committees Todo's

6.7 Managing Message Template

Committee Message template is the default template used to generate the e-mails sent out by the system for a particular committee. The Committees Message Template list can be accessed by clicking **"Messages"** icon beside the name of the committee in the "**My Committee"** page committees list. The administrator can view the details of the template and also edit the content of the template for that particular committee.

6.7.1 Edit Template

All these templates are default and editable by admin/secretariat of the committee before it is sent out. The type of messages are:

- ✔ Invite -email to be sent out when inviting committee users/members to a meeting.
- ✔ Uninvite -email to be sent out when a committee user/member has been discarded / deleted from the meeting invitation list.
- ✔ Change -email to be sent out when there is a change in the meeting details.
- ✔ Cancel -email to be sent out when the meeting has been canceled (ie. Meeting was deleted from the meeting list).
- ✔ Meeting Reminder -email to remind users/member of upcoming meeting. Currently not applicable.
- ✔ Status Reminder -email to be sent out to users/members when they have not updated their action status on decisions.
- ✔ Meeting Comment -email to be sent out to members when a comment has been made in a meeting which they were invited to attend.
- ✔ Decision Comment -email to be sent out to members when a comment has been made on a decision which they have been assigned.
- ✔ Status Comment -email to be sent out to members when a comment has been made on a status which they have updated.
- ✔ Decision Assigned -email to be sent out to members to inform the members of the committee that a decision has been assigned to them to take

Fields Available For The Templates

- **Invite**

✔ %name	-Name of the email recipient
✔ %Meeting.meeting_num	-Meeting number of the meeting the user is invited to
✔ %Meeting.meeting_title	-Title of the meeting the user is invited to
✔ %Meeting.meeting_date	-Date of the meeting the user is invited to
✔ %Meeting.venue	-Venue of the meeting the user is invited to
✔ %Link.meeting	-Link to the meeting information page in the MyMeeting system
✔ %Link.confirm	-Link to confirm user attendance

- **Uninvite**

✔ %name	-Name of the email recipient
✔ %Meeting.meeting_num	-Meeting number of the meeting the user is invited to
✔ %Meeting.meeting_title	-Title of the meeting the user is invited to
✔ %Meeting.meeting_date	-Date of the meeting the user is invited to
✔ %Meeting.venue	-Venue of the meeting the user is invited to

- **Change**

✔ %name	-Name of the email recipient
✔ %Meeting.meeting_num	-Meeting number of the meeting the user is invited to
✔ %Meeting.meeting_title	-Title of the meeting the user is invited to
✔ %Meeting.meeting_date	-Date of the meeting the user is invited to
✔ %Meeting.venue	-Venue of the meeting the user is invited to
✔ %Link.meeting	-Link to the meeting information page in the MyMeeting system
✔ %OldMeeting.meeting_num	-Meeting number of the meeting the user is invited to before the change
✔ %OldMeeting.meeting_title	-Title of the meeting the user is invited to before the change
✔ %OldMeeting.meeting_date	-Date of the meeting the user is invited to before the change
✔ %OldMeeting.venue	-Venue of the meeting the user is invited to before the change

- **Cancel**

✔ %name	-Name of the email recipient
✔ %Meeting.meeting_num	-Meeting number of the meeting the user is invited to
✔ %Meeting.meeting_title	-Title of the meeting the user is invited to
✔ %Meeting.meeting_date	-Date of the meeting the user is invited to
✔ %Meeting.venue	-Venue of the meeting the user is invited to

- **Status Reminder**

✔ %name	-Name of the email recipient
✔ %Meeting.meeting_num	-Meeting number of the meeting the decision was made in
✔ %Meeting.meeting_title	-Title of the meeting the decision was made in
✔ %Meeting.meeting_date	-Date of the meeting the decision was made in
✔ %Meeting.venue	-Venue of the meeting the decision was made in

- ✔ %Decision.description -Description of the decision the user was assigned to
- ✔ %days_left -The number of days left for the user to update the status of the decision
- ✔ %Link.decision -Link to the decision information page in the MyMeeting system

- **Meeting Comment**

- ✔ %name -Name of the email recipient
- ✔ %Meeting.meeting_num -Meeting number of the meeting the comment was made in
- ✔ %Meeting.meeting_title -Title of the meeting the comment was made in
- ✔ %Meeting.meeting_date -Date of the meeting the comment was made in
- ✔ %Meeting.venue -Venue of the meeting the comment was made in
- ✔ %Comment.comment -Comment that was made to the meeting
- ✔ %Comment.user -Name of the user who made the comment
- ✔ %Link.meeting -Link to the meeting information page in the MyMeeting system

- **Decision Comment**

- ✔ %name -Name of the email recipient
- ✔ %Meeting.meeting_num -Meeting number of the meeting of the decision the comment was made in
- ✔ %Meeting.meeting_title -Title of the meeting of the decision the comment was made
- ✔ %Meeting.meeting_date -Date of the meeting of the decision the comment was made
- ✔ %Meeting.venue -Venue of the meeting of the decision the comment was made
- ✔ %Decision.description -Description of the decision the comment was made in
- ✔ %Comment.comment -Comment that was made to the meeting
- ✔ %Comment.user -Name of the user who made the comment.
- ✔ %Link.decision -Link to the decision information page in the MyMeeting system

- **Status Comment**

- ✔ %name -Name of the email recipient
- ✔ %Meeting.meeting_num -Meeting number of the meeting of the decision of the status the comment was made in
- ✔ %Meeting.meeting_title -Title of the meeting of the decision of the status the comment was made in
- ✔ %Meeting.meeting_date -Date of the meeting of the decision of the status the comment was made in
- ✔ %Meeting.venue -Venue of the meeting of the decision of the status the comment was made in
- ✔ %Decision.description -Description of the decision of the status the comment was made in
- ✔ %Status.description -Description of the status the comment was made in
- ✔ %Comment.comment -Comment that was made to the meeting
- ✔ %Comment.user -Name of the user who made the comment
- ✔ %Link.decision -Link to the decision information page in the MyMeeting system

- **Decision Assigned**

- ✔ %name -Name of the email recipient

- ✔ %Meeting.meeting_num -Meeting number of the meeting the decision was made in
- ✔ %Meeting.meeting_title -Title of the meeting the decision was made in
- ✔ %Meeting.meeting_date -Date of the meeting the decision was made in
- ✔ %Meeting.venue -Venue of the meeting the decision was made in
- ✔ %Decision.description -Description of the decision the user was assigned to
- ✔ %Decision.deadline -Deadline of the decision the user was assigned to
- ✔ %Link.decision -Link to the decision information page in the MyMeeting system

Illustration 50 : Editing Committee Message Template

Click **“Submit”** button to save the record, a list of committee's todos will be displayed if it has been saved successfully.

6.7.2 View Template

To view the message template, click the **“View”** icon to see the details of the template.

Illustration 51 : Viewing Committee Message Template

7 Using MyMeeting : Secretariat /Admin

7.1 Introduction

Besides managing MyMeeting system, secretariat or the admin of committee will also be able to manage the following functions which are covered in detail in this chapter:

- Managing Project
- Managing Meetings
- Managing Announcement
- Managing Meetings Todo
- Taking attendance

When a Secretariat / Admin of a committee logs in to MyMeeting system, they will be able to see the following screen (displaying only the committees you're involved in):

Illustration 52 : Viewing Committee as an Admin

7.2 __Preparation for Meeting__

As for the preparation of the meeeting, Admin of the committee will be keying in the meeting details and an invitation email will be sent to the invitees. Besides, the Admin will also be able to keep track on the meeting todo's. All these are explained in detail as below.

7.3 Projects

Project module is used to add and update information of projects in a committee. Project is basically all the items (*perkara*) discussed in a meeting. The term “Project” is defined by secretariat (refer to chapter 6.1.1 Edit Committees)

Access : Select **“Your Committee” > Project tab**

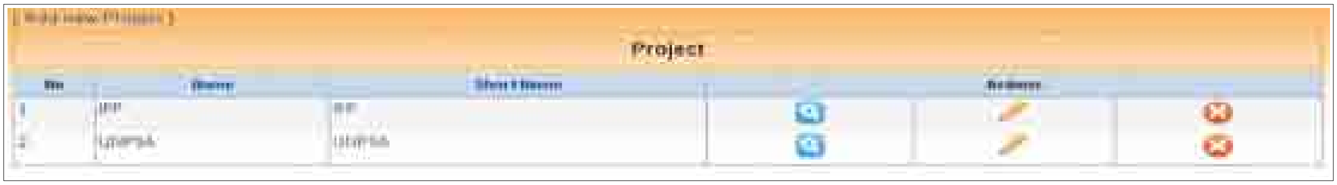


Illustration 53 : Listing of projects

7.3.1 Add Projects

Click **"Add new project"** link from the list of projects to add project in the chosen committee.

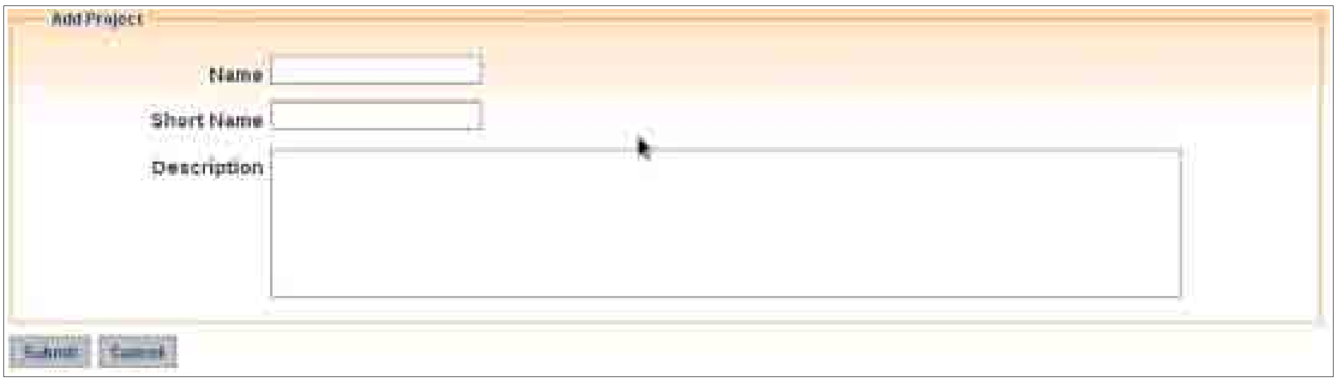


Illustration 54 : Adding project

Fields:

- ✔ Name -Referring to the full name of the project
- ✔ Short Name -Referring to the short name of the project. The short name will be used as an item in a project selection field throughout the committee.
- ✔ Description -The description of the project.

Click **“Submit”** button to save the records, a screen showing list of projects will be displayed if it has been saved successfully.

7.3.2 Edit Projects

Click **“Edit”** icon on the adjacent project to edit the project details. Modify the required fields.

Illustration 55 : Editing project

Click **"Submit"** button to save the record, a list of projects will be displayed if it has been saved successfully.

7.3.3 View Projects

Details of a project (all the decisions tied to that project) can be viewed by just clicking on the **"View"** icon. To view the reports based on a project, click on the **"view report"** link.

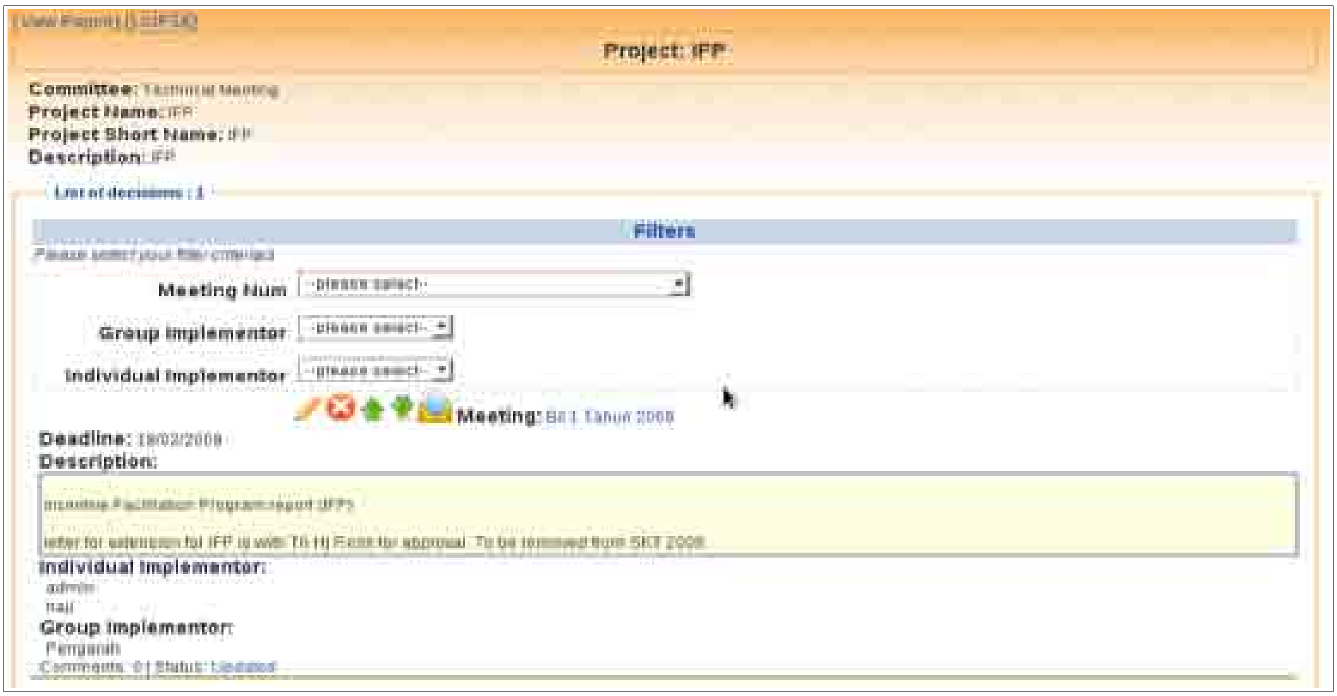


Illustration 56 : Viewing a project

Illustration 57 : Viewing report of a project

7.3.4 Delete Projects

Click **“Delete”** icon on the adjacent project to delete a project. System will prompt a delete confirmation message, if you accept then the selected project will be deleted. Otherwise the operation is canceled, a screen shwoing list of projects will be displayed.

Illustration 58 : Deleting project

7.4 Meetings

Meeting module is used to add and update information of meetings in a committee. Invitation email will be sent to the invitees after adding the meeting.

7.4.1 Add Meetings

Click on **“Add New Meeting”** link, you will be prompted to add meeting form.

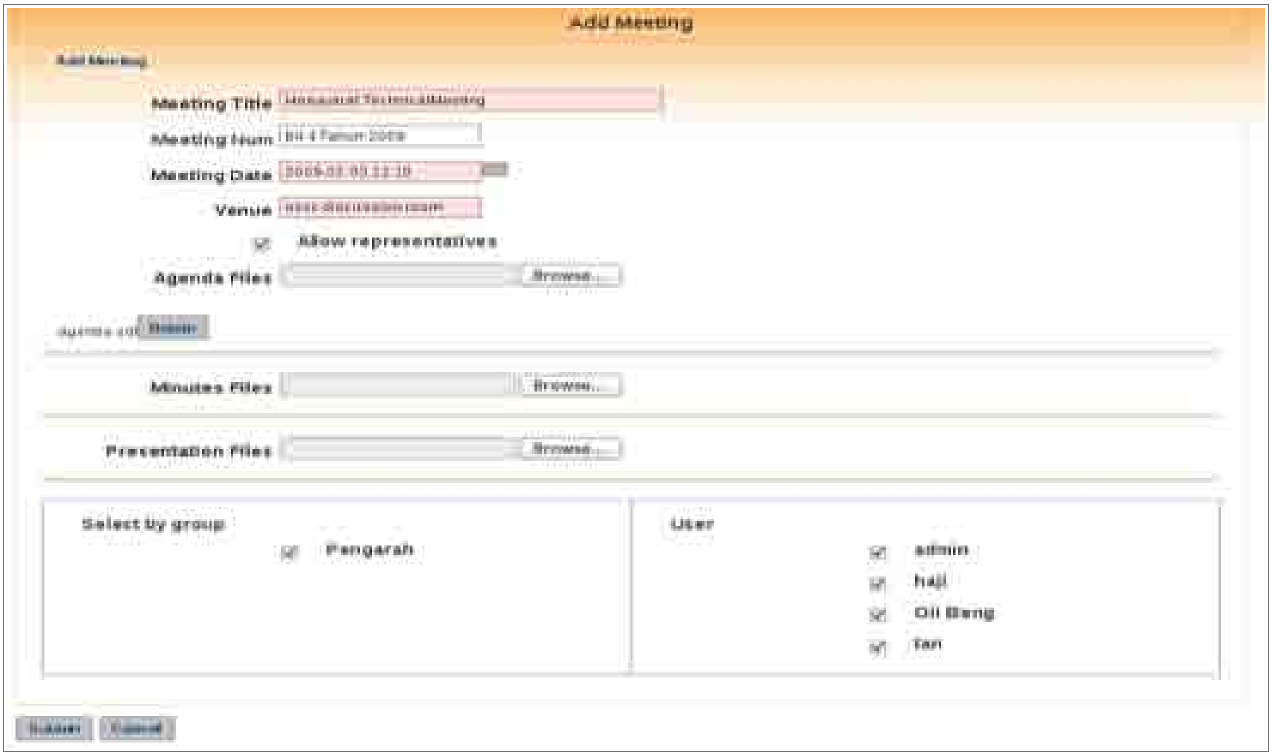


Illustration 59 : Adding Meeting

Fields :

- ✔ Meeting Title — -Referring to the title of the meeting (ex : MPKM Meeting). System auto-generates meeting title according to “Meeting Title Template” that has been determined upon creation of committee.
- ✔ Meeting Num System — -Referring to the Meeting Number (Bilangan Mesyuarat) of the meeting. auto-generate meeting number according to “Meeting Num Template” that has been determined on creation of committee.
- ✔ Meeting Date — -When the meeting to be held.
- ✔ Venue — -The place of the meeting to be held.
- ✔ Allow representatives — - This will allow attendees to send representatives to the meeting.
- ✔ Agenda Files — -File attachment for meeting agenda.
- ✔ Minutes Files — -File attachment for meeting minutes
- ✔ Presentation Files — -File attachment for other files.
- ✔ User — -Referring to meeting invitees. The person invited to attend the meeting. Selection made by clicking each individual.
- ✔ Select by group — -Referring to meeting invitees. The person invited to attend the meeting. Selection are made in group, once a group is selected the system will automatically check each user of that group.

Click **“Submit”** button to save the record, a screen showing **“Invitation to Meeting”** will be displayed

if it has been saved successfully.

** Invitation to meeting- is a page where you can edit the content of message that will be sent to meeting member.*

Illustration 60 : Invitation to Meeting

- ✔ Send invitation now -click to send invitation without editing the default content.
- ✔ Do not sent invitation -click here if you do not want to send the invitation.
- ✔ Edit message/Schedule Invitation -link to edit content of invitation email before it is. sent. System will prompt to **"Edit Invitation"** screen (displaying simple text editor).

There are few tokens/standard of writing you need to follow in order to produce a correct desired output. These are listed as follows: (do not change the tokens when editing the content)

Illustration 61 : Editing Invitation to Meeting

Fields :

- ✔ %name -will be replaced by invitees full name after receiving the email.
- ✔ %Meeting.meeting_title -to print the meeting title
- ✔ %Meeting.meeting_date -to print the meeting date

- ✔ %Meeting.venue -to print the venue of the meeting
- ✔ %Link.meeting -to print link to meeting detail page
- ✔ Invite Date -to determine the date on “when you want the system to send the invitation”

Click **“Submit”** to save the changes of invitation date.

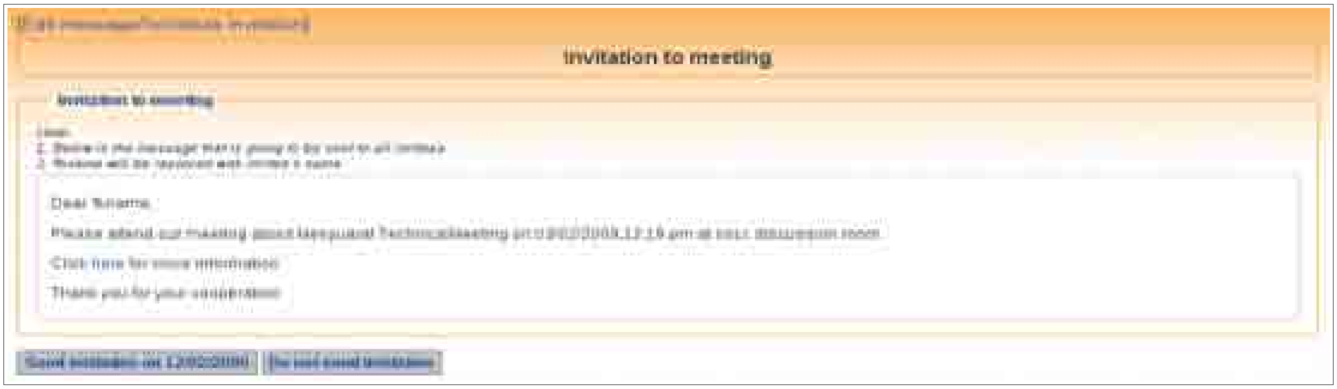


Illustration 62 : Sending Meeting Invitation

Click on **“Send invitation on <date chosen>”.** Invitation email will be sent automatically on the chosen day. (refer to illustration 9 to see the example of email received)

7.4.2 Edit Meetings

Click **“Edit”** icon on the adjacent meeting to edit the meeting detail. Modify the required fields.

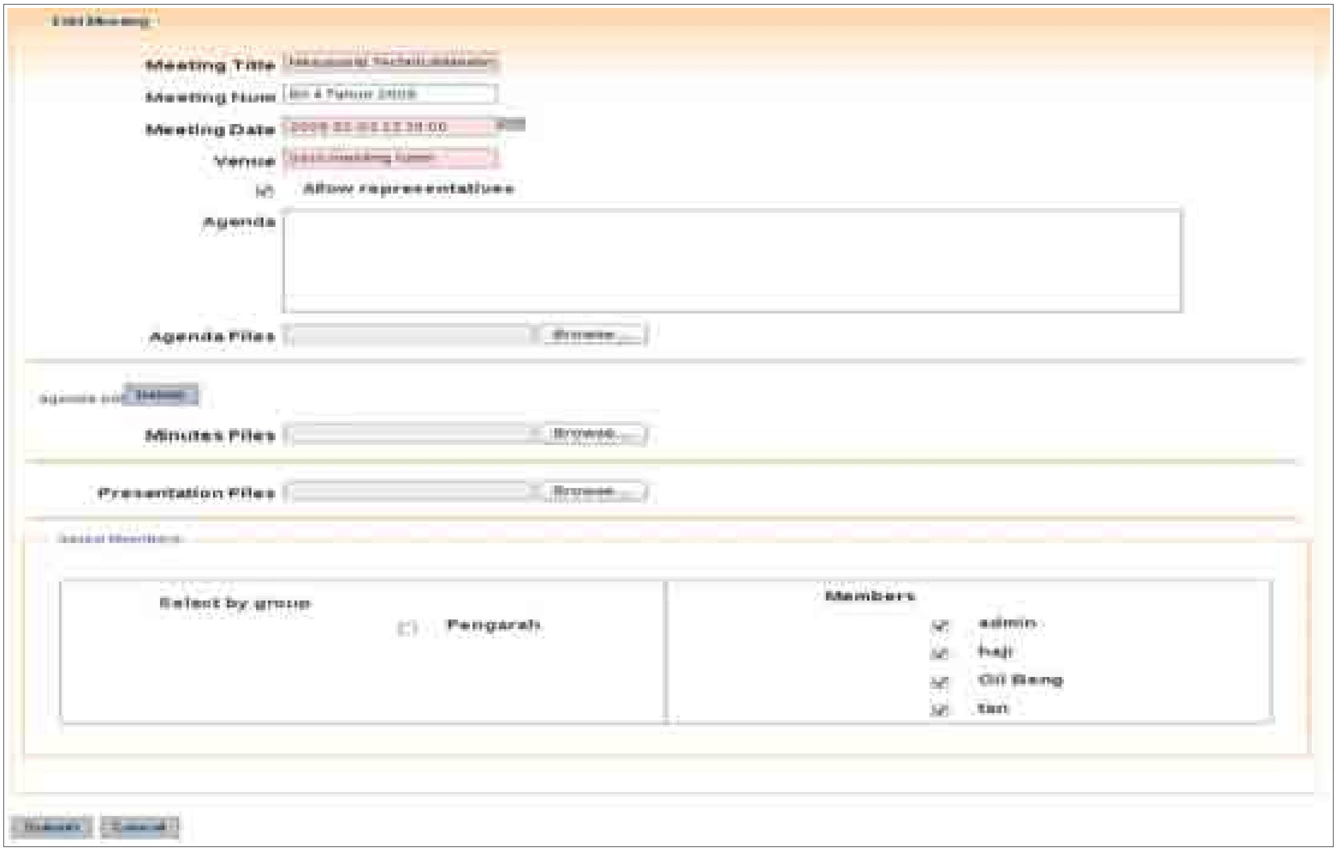


Illustration 63 : Editing Meeting

Click **"Submit"** button to save record, system will return to "Invitation to meeting" screen. Click **"Send invitation now"** to add the new arrangement in the email queue.

7.4.3 View Meetings

Click **"View"** icon on the adjacent meeting to view the meeting detail. Decisions keyed in will be displayed on this page. Keying in decision, adding minutes, viewing reports, viewing minutes can be done through this page. All the previous and upcoming meetings can be viewed from this page without having to go meeting main page.

Illustration 64 : Viewing Meeting

7.4.4 Delete Meetings

Click **“Delete”** icon on the adjacent meeting to delete the meeting. System will prompt a delete confirmation message, if you accept then the selected meeting will be deleted. Otherwise the operation is canceled, a screen showing list of meetings will be displayed.

Upon clicking the delete button, a page prompting the meeting has been deleted will be displayed together with 3 other links as shown in the following screen.

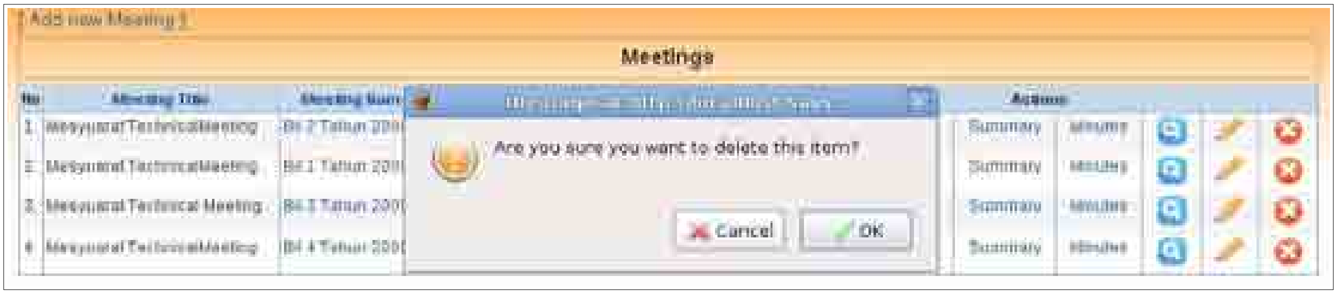


Illustration 65 : Deleting Meeting

Illustration 66 : Notification on Cancellation of Meeting

- ✔ Edit cancellation -edit the content of the invitation before it is sent.
- ✔ Send cancellation -click to send invitation without editing the default content.
- ✔ Do not send cancellation -click here if you do not want to send the invitation.

7.5 Meetings Todo

Meetings Todo is a checklist of preparation task to be done before a meeting. (ex1: prepare projector, ex2 : book meeting room). This todo will not be assigned to anyone, so whoever responsible for that task/ todo's has to update this portion. Ways to update iare explained below.

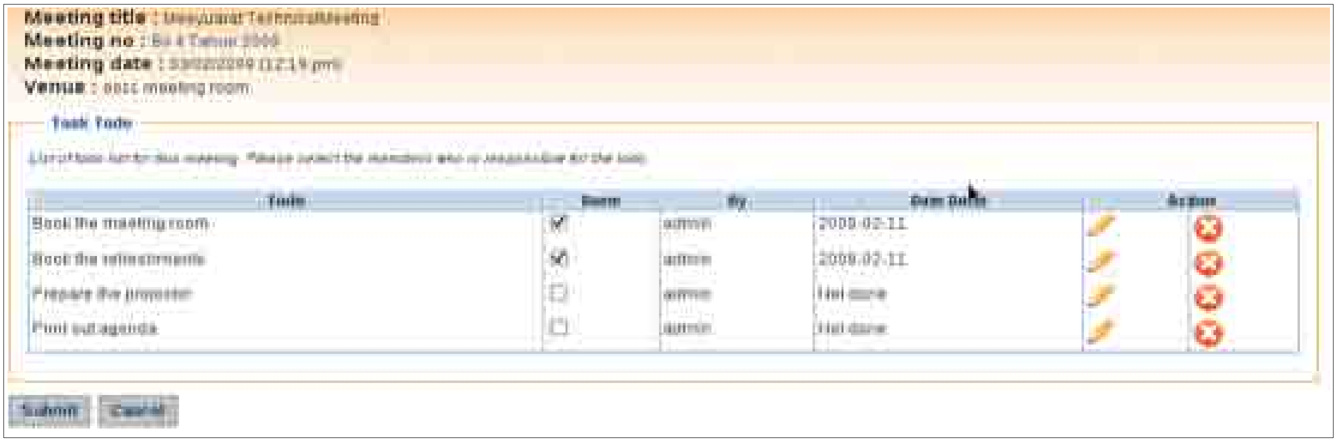


Illustration 67 : Updating Meeting Todo

7.5.1 Add Meeting Todo

On the meeting list screen, click on **"Todo"** link at adjacent meeting you intend to update or create the meeting to do. System will navigate to Task Todo page.

Click on **"Add new meeting to-do"** link, system will prompt "Add Meeting todo" page.

Illustration 68 : Adding Meeting Todo

Fields :

- ✔ Name -The name/description of the to-do
- ✔ Priority -the importance level of the to-do
- ✔ User -person in charged to do the task

Fill in the todo detail and click **"Submit"** button to save the record, a screen showing list of to-dos will be displayed if it has been saved successfully.

7.5.2 Edit Meeting Todo

Click **"Edit"** icon on the adjacent todo to edit the todo's detail.

Illustration 69 : Editing Meeting Todo

Modify todo's detail. Click **“Submit”** button to save the record, a list of todos will be displayed if it has been saved successfully.

7.5.3 Delete Meeting Todo

Click **“Delete”** icon on the adjacent to-dos to delete the to-dos. System will prompt a delete confirmation message, if you accept then the selected todo will be deleted. Otherwise the operation is canceled, a screen showing list of todos will be displayed.

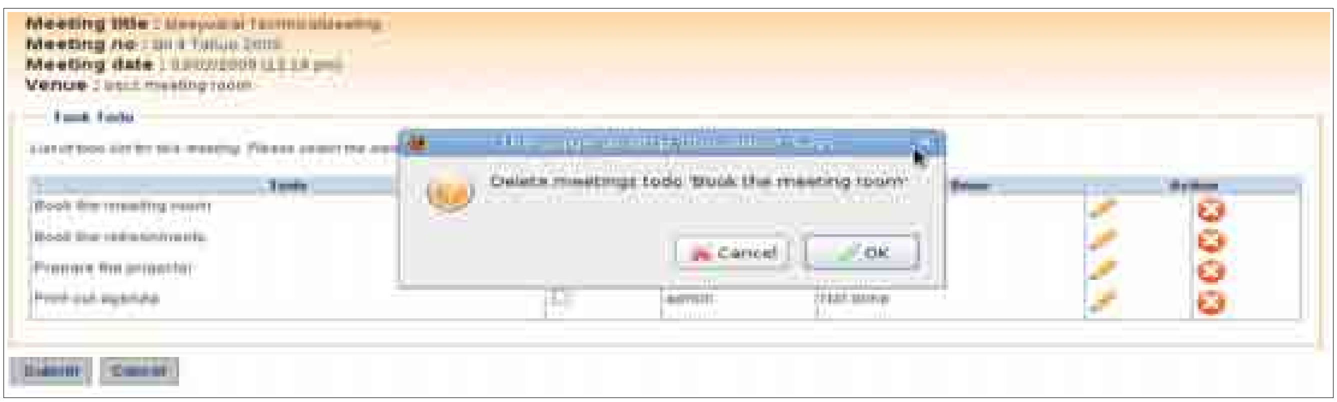


Illustration 70 : Deleting Meeting Todo

7.6 <u>During a Meeting</u>

Admin/Secretariat can take attendance and add minutes during meeting.

7.7 Attendance

Secretariat has the role of updating the attendance and confirmation of attending for each member in the meeting. Since the members have the option to update on whether or not they're coming when they receive their invitation, any updates done by them will be reflected on attendance page.

This will leave the secretariat to update only the attendance part during the meeting.

7.7.1 Taking Attendance

Screen below shows the list of members who have been invited for a meeting. Attendances will be taken during a meeting.

Click **"Attendance"** link from list of meetings. Click **“yes”** under attendance column if the invited member has attended the meeting , otherwise click **“no”** and fill in the reason column.

Illustration 71 : Updating attendance

Click **“Submit”** button to save the updated records.

7.8 Minutes

Adding minutes has two features in one function, i.e it will be generated as minutes (can be viewed from the **view minutes** link) and at the same time it enables decisions to be extracted. This function is less time consuming whereby admin can avoid keying in decision one by one. Minutes will be keyed into MyMeeting system during/after a meeting..

The system will only extract decisions once. Editing minutes later will not extract any decision. Thus once the link **“Add minutes”** turn to **“Edit Minutes”** no more newly added decision extracted by the system.

7.8.1 Add Minutes

Standard to be followed to insert a decision

- ✔ ### - Every decision is separated by 3 hashes
- ✔ [[project/item]] - The short name or name of the project or item to which the decision is related.
- ✔ {{ user }} - The user or users (separated by comma) who have to take action on the decision. For group assignment put the letter 'g:'.
- ✔ ((deadline)) - The deadline for the decision

Perkara-perkara berikut dibincangkan

###

[[*Projek Perumahan Presint 11*]]

PjH menimbang semula rayuan para pembeli untuk menanggung keseluruhan LAD, termasuklah tuntutan terhadap ACSB bagi meringankan beban kewangan yang ditanggung para pembeli.

Tindakan : {{PjH}}

###

[[*Projek Perumahan Presint 11*]]

PjH telah memberi jaminan akan mengambilalih keseluruhan projek dan memulakan kerja-kerja pemulihan walaupun persetujuan pembeli pada masa kini hanya 76% berbanding 80% seperti yang disyaratkan oleh Lembaga Pengarah PjH. Sehubungan dengan itu, KPKT akan memuktamadkan penggunaan kuasa Menteri untuk melantik PjH sebagai pemaju baru bagi projek Presint 11 dalam tempoh terdekat. Tindakan perlu diambil sebelum ((28-09-2008))

Tindakan : {{g:KPKT}}

###

Mesyuarat ditangguh pada 5petang.

Illustration 72 : Adding Minutes

Click **"Submit"** button. System will prompt a page where you need to confirm/verify the accuracy of the decision extracted.

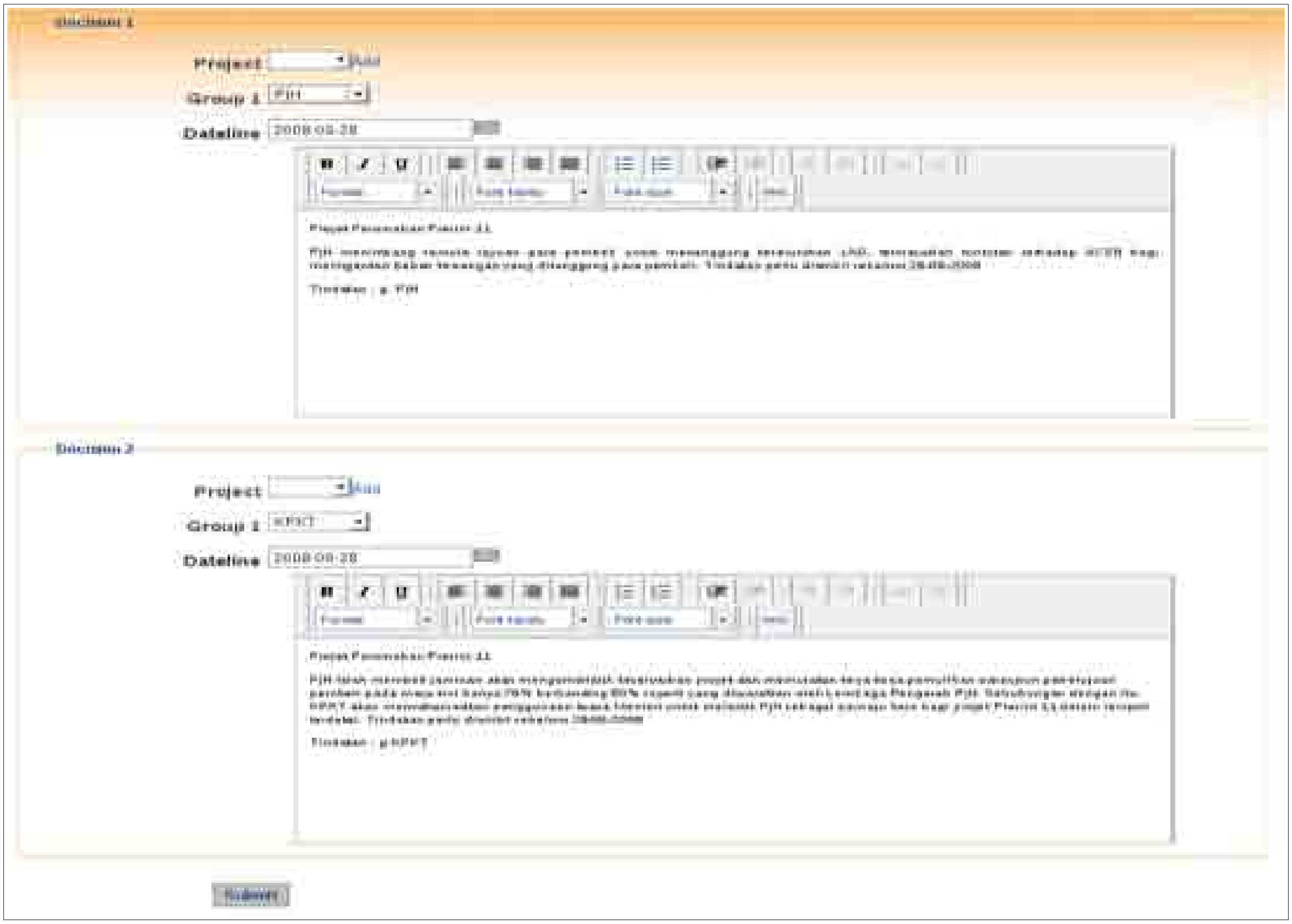


Illustration 73 : Verifying Minutes before being extracted as decisions

In this page, system allows creation of new project. Click **“Add”** button beside the selection box labeled **“Project”** to add new project. Projects added will be listed in the dropdown. Users and groups involved in a decision needs to be created first in the system, else the name will not be extracted.

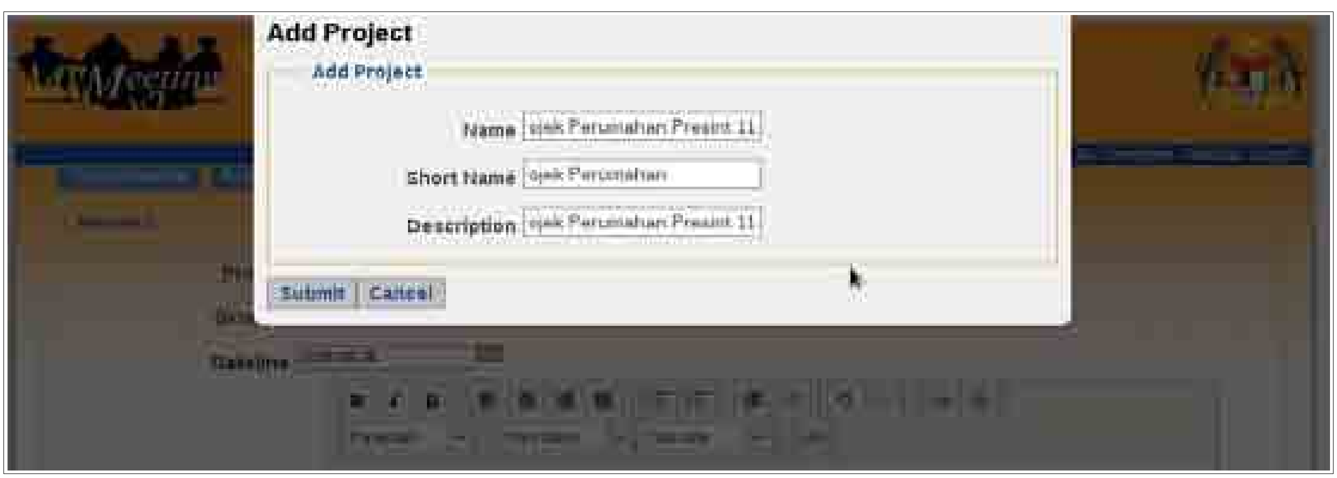


Illustration 74 : Adding projects

Click **“Submit”** button if you are sure the decisions are correct. System will prompt Meeting detail screen. Newly added decisions will be displayed.

Illustration 75 : Minutes extracted as decisions

7.8.2 Edit Minutes

On Meeting detail screen, click on **“Edit minutes”** link. System will prompt/show edit minutes form. Modify the content of the minutes. Click **“Submit”** button, to save the changes.

7.9 After Meeting

Admin/Secretariat can add the decisions even after the meeting.

7.10 Decisions

Decisions can still be added via this link if you forget to include it when extracting the minutes

7.10.1 Add Decisions

On Meeting detail screen, click on **"Add new decision"** button. System will prompt to add new decision form.

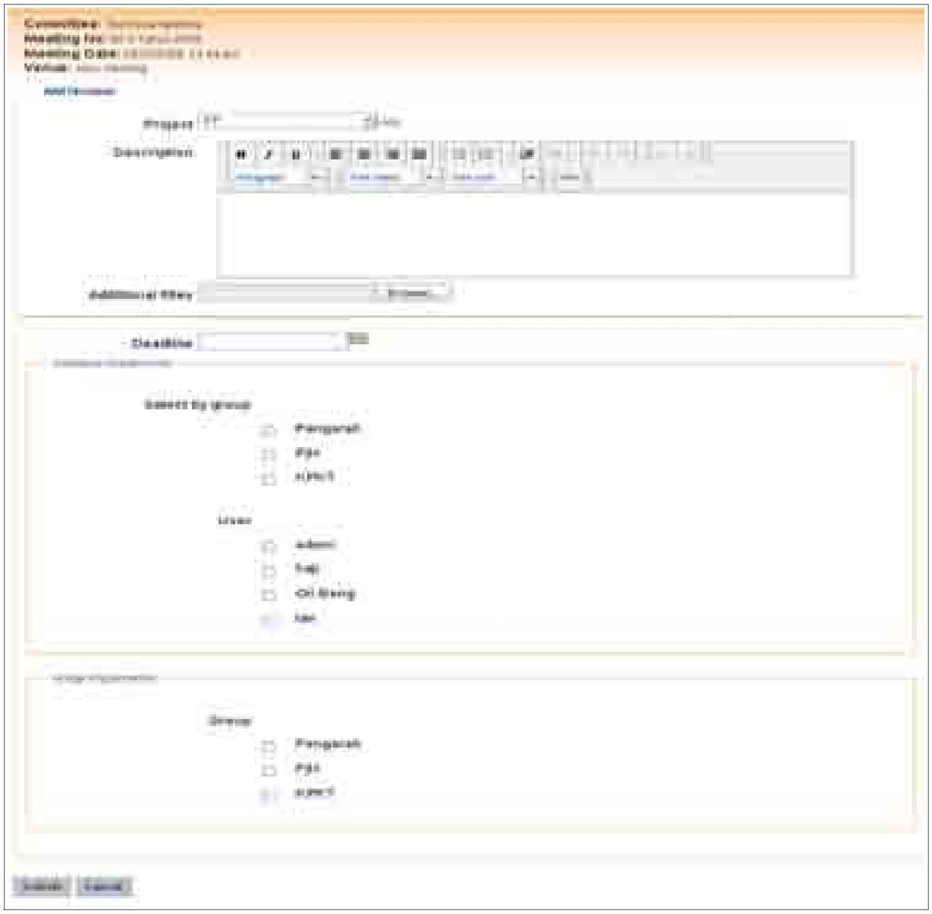


Illustration 76 : Adding decisions

Fields:

✔	Project	-The short name or name of the project or item to which the decision is related.
✔	Description	-The description of the decision
✔	Additional Files	-Upload any additional files related to the decision here.
✔	Deadlines	-The deadlines for the decision
✔	Select by group	-Helps to select user by group. Once the groups are selected, system will automatically check each member or the group. Select by group will assign individual implementor. Each member will be required to update their action status.
✔	Group	-Checking the group will assign implementor as a group. Any member of that group can update action status.

Click **"Submit"** button. System will prompt to Meeting detail screen. Newly added decisions will be displayed at the bottom.

7.10.2 Edit Decisions

On Meeting detail screen, click on **"Edit decisions"** button. System will prompt to edit decisions page. Modify the required fields. Click **"Submit"** button, to save the changes.

7.10.3 Delete Decisions

Click **"Delete"** icon on the decision to delete the decision. System will prompt a delete confirmation message, if you accept then the selected decision will be deleted. Otherwise the operation is canceled, a screen showing list of decisions will be displayed.

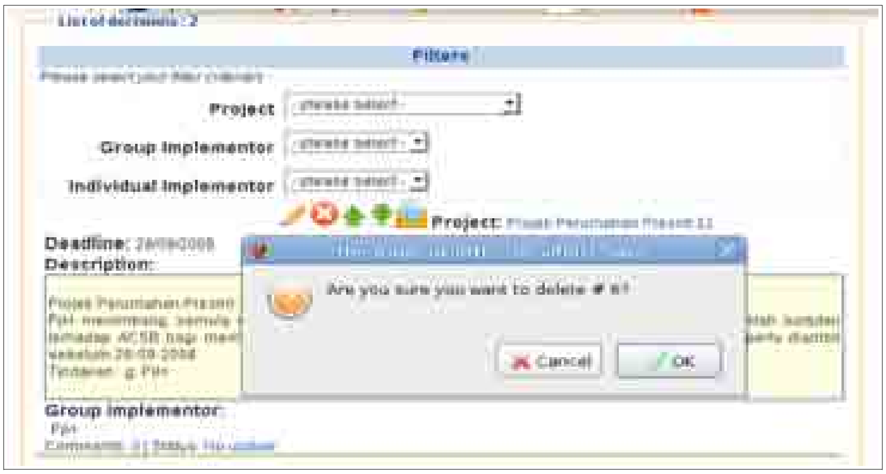


Illustration 77 : Deleting decisions

7.10.4 Demote or Promote Decisions

Promote and Demote are functions to change the sequence of decision listing. Demote is the down arrow while promote is the up arrow.

- ✔ Promote -use when you want to assign decision to a higher position.
- ✔ Demote -use when you want to assign decision to a lower position.

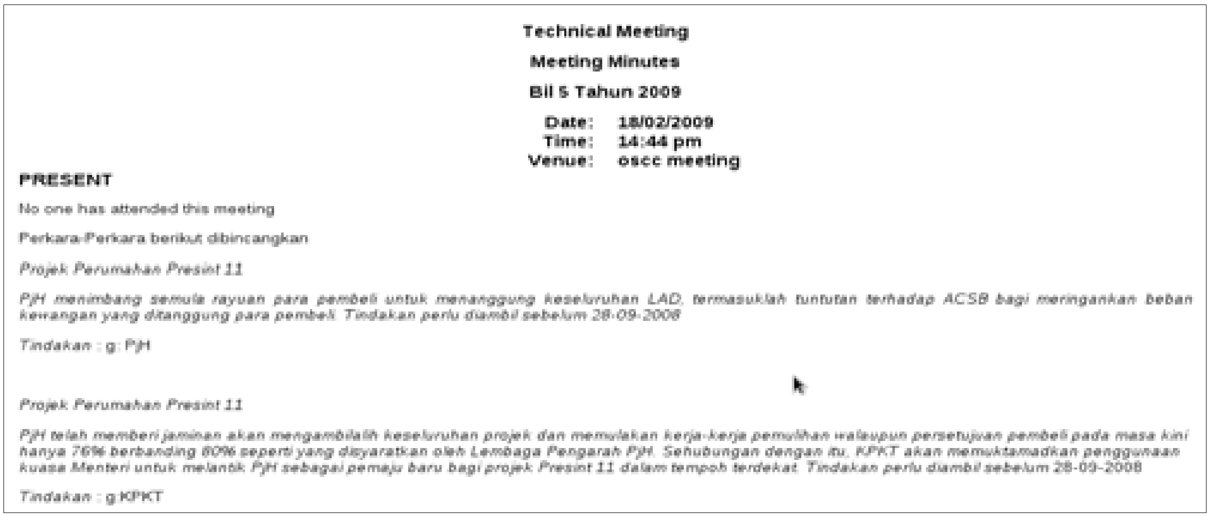
7.10.5 Email & Announce Decisions

For sending email on decisions added, you can either click on the "**Announce Decisions**" link at the top of the page or click on the email icon shown on every decision. "**Announce Decisions**" link will send all the decisions added for the meeting while the **"email"** icon will send only that portion of decision to the group and individual implementors.

Illustration 78 : Announcing decisions

7.11 View Minutes

To view the minutes of a meeting, click on the **“View minutes”** link. You may be required to check the **empty minutes** checkbox at the editing of committee page if you do not want system to generate the titles automatically (referring to sentence from “Meeting title till the attendance.” as shown in below illustration).



Technical Meeting

Meeting Minutes

Bil 5 Tahun 2009

Date: 18/02/2009
Time: 14:44 pm
Venue: oscc meeting

PRESENT

No one has attended this meeting

Perkara-Perkara berikut dibincangkan

Projek Perumahan Presint 11

PjH menimbang semula rayuan para pembeli untuk menanggung keseluruhan LAD, termasuklah tuntutan terhadap ACSB bagi meringankan beban kewangan yang ditanggung para pembeli. Tindakan perlu diambil sebelum 28-09-2008

Tindakan : g: PjH

Projek Perumahan Presint 11

PjH telah memberi jaminan akan mengambilalih keseluruhan projek dan memulakan kerja-kerja pemulihan walaupun persetujuan pembeli pada masa kini hanya 76% berbanding 80% seperti yang disyaratkan oleh Lembaga Pengarah PjH. Sehubungan dengan itu, KPKT akan memuktamadkan penggunaan kuasa Menteri untuk melantik PjH sebagai pemaju baru bagi projek Presint 11 dalam tempoh terdekat. Tindakan perlu diambil sebelum 28-09-2008

Tindakan : g KPKT

Illustration 79 : Viewing Minutes

7.12 View Reports

To view reports for a meeting, click on **“View reports”** link. This report shows all the statuses and files uploaded for a decision.

Report for Meeting

Mesyuarat TechnicalMeeting, Bil 5 Tahun 2009

Illustration 80 : Viewing Reports

7.13 View Summary

Summary is a short description of a meeting, more or less like an agenda of a meeting.

Illustration 81 : Viewing Summary

8 Accessing MyMeeting : Super Administrator

The Super Administrator is the **ONLY** person who is able to see the functions and modules under the **“Other Tasks”** which is shown in the following screen. This chapter covers in detail the functionalities of a Super Administrator.

Illustration 82: Super Administrator Access control

8.1 Setting Up Committees

A committee can only be created by Super Administrator but it can be modified by the admin of the committee after creation. The word committee can be a name of department, division or any part of an agency which conducts meeting.

8.1.1 Adding Committees

To add a committee, Click **“Add committee”** icon listed under the “**Other Task**” on the committee main page

Illustration 83 : Adding Committee

Fields :

- ✔ Name -Name of the committee which will be displayed in the printed reports and minutes
- ✔ Short Name -Name of the committee displayed whenever there is selection to

be made in a form and also used in the url of MyMeeting

- ✔ Meeting Num Template -This is the default template which MyMeeting will use to generate the next meeting number for that committee. (ex: Bil 1 Tahun 2008)
- ✔ Meeting Title Template -This is the default title of the meeting in that committee. There are two tags you can use in this field:
  - %committeeshort : this will be replaced by committee's short name
  - %committeelong : this will be replaced with the committee's full name

Click **“Submit”** button. System will navigate to the address book of the committee and by default the Super Administrator will be assigned as the admin for that committee. Super Administrator is required to add an admin for the newly created committee by clicking “Add new Member” link (*as explained in the Add Committee chapter*). This will ensure that each committee's has its own admin.

8.2 Managing Roles

Roles are the types of permission used in MyMeeting. Roles can be added, edited and even deleted by the Super Administrator. Roles can be defined in the workflow (*as explained in the add Committee chapter*) and given permission accordingly.

Illustration 84 : Listing of Roles

8.2.1 Add Roles

On the committees main listing screen, click on **“Roles”** icon listed under “**Other Tasks**”. System will navigate to Roles page. (*Roles page can also be reached by clicking on the icon displayed at the right side of the system*). Click on **“Add new role”** link, system will navigate to add role page.

Illustration 85: Adding Roles

Fields :

- ✔ Name -Name of the role

Fill in the roles detail and click **“Submit”** button to save the record, a screen showing list of roles will be displayed if it has been saved successfully.

8.2.2 Edit Roles

Click **“Edit”** icon on the adjacent roles to edit the role detail.

Illustration 86 : Editing Roles

Modify role detail. Click **“Submit”** button to save the record, a list of roles will be displayed if it has been saved successfully.

8.2.3 Delete Roles

Click **“Delete”** icon on the adjacent roles to delete the role. System will prompt a delete confirmation message, if you accept then the selected role will be deleted. Otherwise the operation is canceled, a screen showing list of roles will be displayed.

Illustration 87 : Deleting Roles

8.3 Managing Titles

Example of titles in MyMeeting system is Pn, En, Dr and etc. These titles are also known as *gelaran.*

All the titles added will be listed as selection when adding users and this will ensure that all the data entered in the system are correct.

Illustration 88 : Listing of Titles

8.3.1 Add Titles

On the committees main listing screen, click on **"Titles"** icon listed under "**Other Tasks**". System will prompt Titles page. (*Titles page can also be reached by clicking on the icon displayed at the right side of the system*)

Click on **"Add new title"** link, system will prompt to add title page.

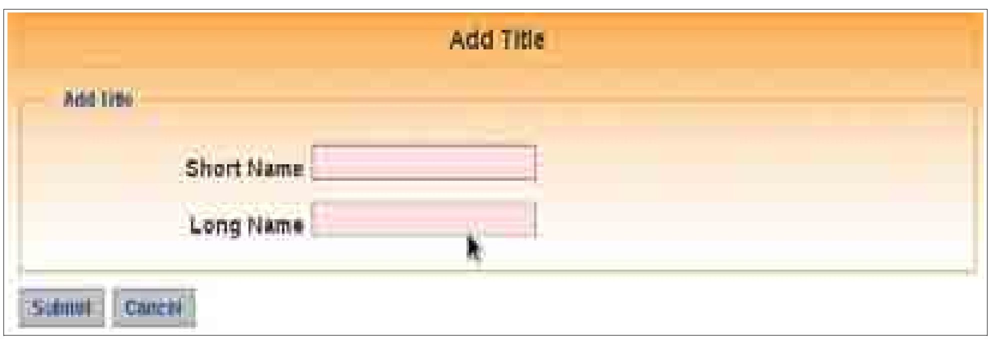


Illustration 89 : Adding titles

Fields :

- ✔ Short Name -Short name of the title (ex : YB)
- ✔ Long Name -Long name of the title (ex : Yang Berusaha)

Fill in the titles detail and click **"Submit"** button to save the record, a screen showing list of titles will be displayed if it has been saved successfully.

8.3.2 Edit Titles

Click **“Edit”** icon on the adjacent titles to edit the title detail.

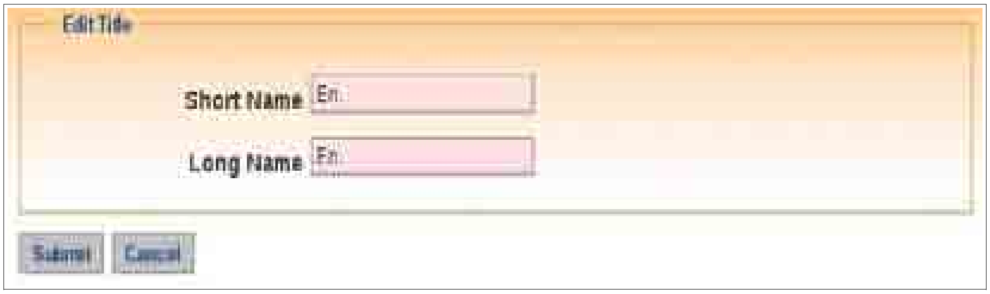


Illustration 90 : Editing Roles

Modify title detail. Click **“Submit”** button to save the record, a list of titles will be displayed if it has been saved successfully.

8.3.3 Delete Titles

Click **“Delete”** icon on the adjacent titles to delete the title. System will prompt a delete confirmation message, if you accept then the selected title will be deleted. Otherwise the operation is canceled, a screen showing list of titles will be displayed.

Illustration 91 : Deleting Titles

8.4 Managing System-wide Users

Super Administrator also manages all users in MyMeeting system. Super Administrator can add users and assign them to selected committee's, reset their passwords, edit users and even delete them completely from the system (removing them from all the committees involved).

8.4.1 Add Users

On the committees main listing screen, click on **“Users”** icon listed under “**Other Tasks**”. System will navigate to Users page. (*Users page can also be reached by clicking on the icon displayed at the right side of the system*). All the users in MyMeeting system will be listed here.

Click on **“Add new user”** link, system will navigate to add user page.

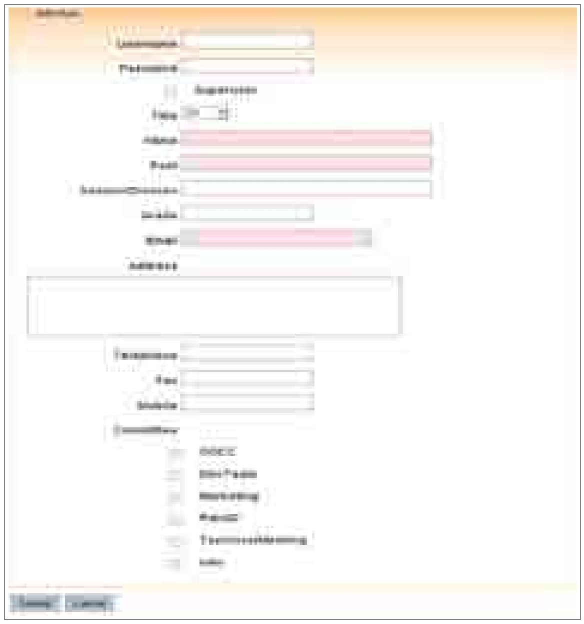


Illustration 92 : Adding Users

Fields :

- ✔ Username -Name which will be used upon logging into MyMeeting system.
- ✔ Password -Password which will be used upon logging into MyMeeting system
- ✔ Superuser -Click on the checkbox to assign another Super Administrator.
- ✔ Title -User's title (eg. Dato', Dr., Pn.,etc)
- ✔ Name -User's full name
- ✔ Post -User's designation
- ✔ Section/Division -User's section or division
- ✔ Grade -User's grade (eg. F29, F41)
- ✔ Email -User's email address
- ✔ Address -User's office address
- ✔ Telephone -User's office number
- ✔ Fax -Fax number
- ✔ Mobile -Mobile number
- ✔ Committee -Click on the committees involving the user.

Fill in the users detail and click **“Submit”** button to save the record, a screen showing list of users will be displayed if it has been saved successfully.

8.4.2 Edit Users

Click **“Edit”** icon on the adjacent users to edit the user detail.

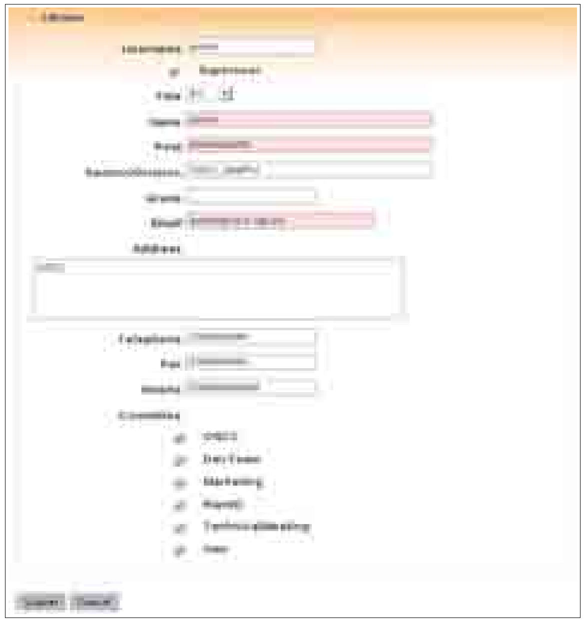


Illustration 93 : Editing Users

Modify user detail. Click **“Submit”** button to save the record, a list of users will be displayed if it has been saved successfully.

8.4.3 View Users

Details of an user can be viewed by just clicking on the **“View”** icon. The detail of the user will be displayed together with the committees they are involved in.

Illustration 94 : Viewing Users

8.4.4 Delete Users

Click **“Delete”** icon on the adjacent users to delete the user. System will prompt a delete confirmation message, if you accept then the selected user will be deleted. Otherwise the operation is canceled, a screen showing list of users will be displayed.

Illustration95 :Deleting Users

** deleting a User from this page will completely remove them from the system. (they will be removed from each of their committee)*

8.4.5 Reset Users

To reset a user password, just click on the reset icon. System will prompt a reset confirmation message, if you accept then the selected user's password will be reset. Otherwise the operation is canceled, a screen showing list of users will be displayed.

Illustration 96: Reseting users password

* *Password will be the same as the Username once it has been reset.*

8.5 Managing System-wide Todo

System-wide Todo is used as the default Todo checklist for every new committee in the system. This system-wide todo will be copied to the committee's todo after creating a new committee. Examples of a system-wide todo checklist are:

- Book the meeting room
- Prepare the projector

The System-wide Todo list can be accessed from the 'To-dos' icon listed under **“Other Tasks”** from the committees main screen or by clicking on the icon displayed at the right side of the system.

8.5.1 Add Todo

Click on the **“Add new system-wide to-do”** link to add a new todo in the system-wide'.

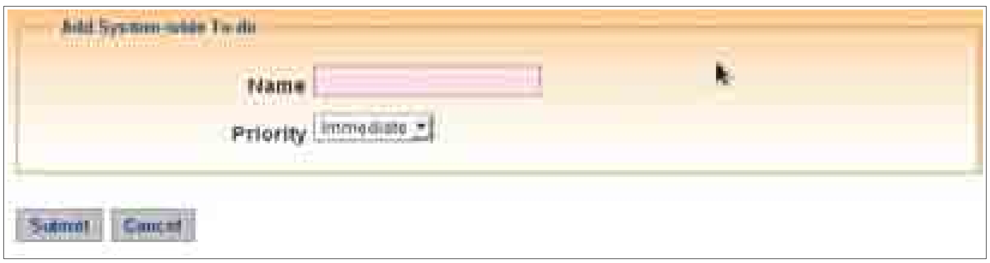


Illustration 97 : Adding todo

Fields :

- Name -The name/description of the system-wide to-do
- Priority -the importance level of the system-wide to-do

Click **“Submit”** button to save the record, a screen showing list of system-wide to-dos will be displayed if it has been saved successfully.

8.5.2 Edit Todo

Click **“Edit”** icon next to the system-wide todo from the 'To-dos' listing page.

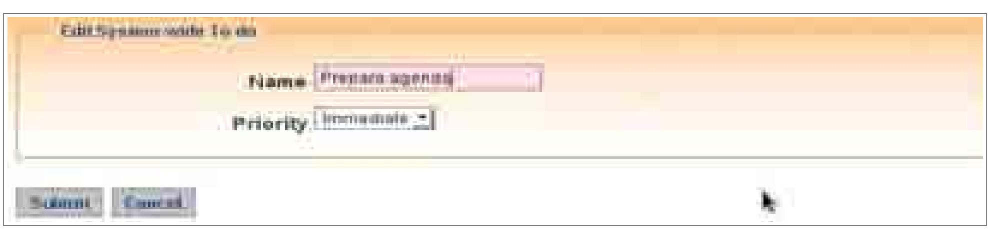


Illustration 98 : Editing todo

Click **“Submit”** button to save the record, a list of system-wide to-dos will be displayed if it has been saved successfully.

8.5.3 Delete Todo

Click **“Delete”** icon on to-dos page to delete a system-wide todo. System will prompt a delete confirmation message, if you accept then the selected system-wide todo will be deleted from the system. Otherwise the operation is canceled, a screen showing list of system-wide todos will be displayed.

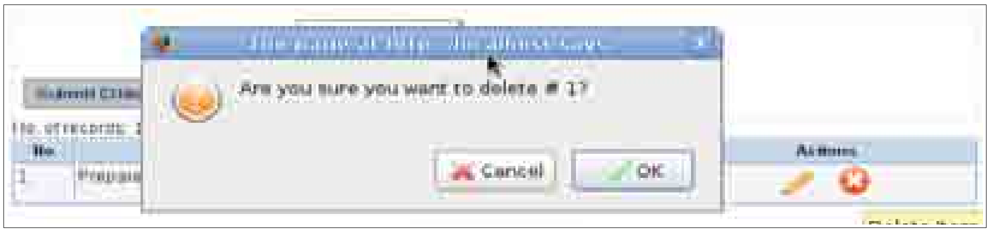


Illustration 99 : Deleting todo

8.6 Managing System-wide Messages

System-wide Message Template is the default template which will be copied to the committee's Message Template where it will be used to generate the e-mails sent out by the system for a particular committee.

The System-wide Message Template can be accessed by clicking **“Messages”** icon listed under **“Other Tasks”** from the committees main screen or by clicking on the icon displayed at the right side of the system. The Super Administrator can view the details of the template and also edit the content of the template. (Pls refer to **committee Messages Template for further explanation**)

8.6.1 Edit Messages

Editing a system-wide message template is the same as explained under Committee's Message (refer to **Edit Committee Messages Template**).

Click **“Submit”** button to save the record, a list of system-wide to-dos will be displayed if it has been saved successfully.

8.6.2 View Messages

To view the system-wide message template, click on the **“View”** icon to see the details of the template.

8.7 Managing Global Settings

Global configuration controls are MyMeeting's operational settings. Any changes made on this screen will update the *mymeeting.php* file. This file needs to be *writable* in order for you to be able to edit your configuration.

The Global Settings can be accessed by clicking **“Global Settings”** icon listed under **“Other Tasks”**

from the committees main screen or by clicking on the icon displayed at the right side of the system.

Illustration 100 : Editing Global Settings

Fields :

- Server Url -This is the absolute URL (web address) for your MyMeeting system.
- Agency Name -This option allows you to set the content/name of the title bar for your site.
- Agency Address -This is the address of your agency
- Agency Slogan -The slogan of your agency
- Date Format -Format of the date to be displayed, by default it is set to day/month/year (d/m/y)
- Time Format -Format of the time to be displayed, by default it is set to hour:minutes am/pm (H:i a)
- Email From -The email from that will be displayed whenever the system is sending an email to the users (ex: admin@oscc.org.my)
- Email From Name -The name will be displayed together with the email from when the system is sending an email to the users (ex: admin)
- Email Host -*localhost* as this is the default Host name on a fresh installation of MySQL
- Email Port -Email port number of your server
- Days To Remind -The number of days for status reminder. If ex: 7, then 7 days before the decision deadline, the implementors will receive a reminder to update their status.

Click **"Submit"** button to save the record, *The Global Settings have been saved* will be displayed if it has been saved successfully.

8.7.1 Reload Settings

Some changes like agency's name will not appear on the banner after saving the changes in settings because this setting is reside in a session. For that case, you need to reload the setting for the changes to take effect.

Click on the **“Reload Settings”** link for the changes to take effect.

Click **“Submit”** button to save the record, *Logo has been saved* will be displayed if it has been saved successfully.

8.7.2 Change Logo

Super Administrator can even change the logo on the banner. This logo will be placed on the left site of the banner.

To change the logo, click **“Change Logo”,** click **“Browse”** and upload the desired logo

** Suitable logo size to upload is 155x80*

Illustration 101 : Changing Logo from Global Settings

8.8 Managing Logs

MyMeeting has a log viewing module which monitors the logs in the system. Super Administrator will be able to track activities of all user groups on time.

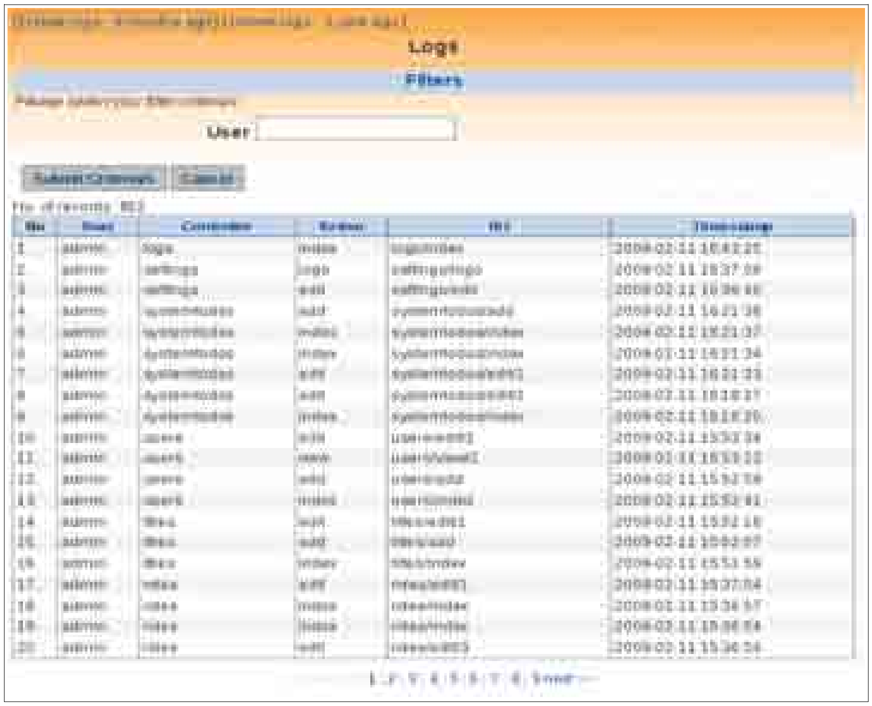


Illustration 102 : Logs

8.8.1 Deleting Logs

Previous logs in MyMeeting system can be deleted by the Super Administrator. Super Administrator has the option to delete either all the previous 6 months logs or previous 1 year logs.

Click **"Delete logs – 6 months ago"** link in order to delete all the previous 6 months logs.

Click **"Delete logs – 1 year ago"** link in order to delete all the previous 1 year logs.

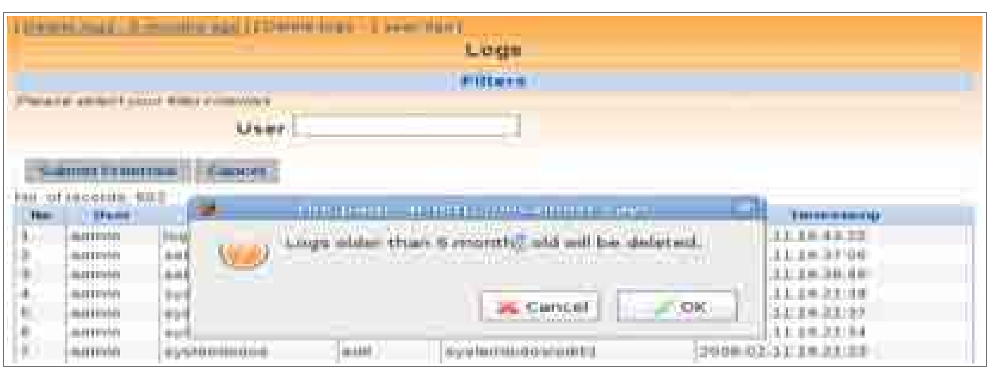


Illustration 103 : Deleting Logs

8.9 Viewing Statistics

Viewing statistics is more like a report on the usage of MyMeeting within a certain committee. Super Administrator can keep a record on how active a committee is.
The Statistics can be accessed by clicking **“Statistics”** icon listed under **“Other Tasks”** from the committees main screen or by clicking on the icon displayed at the right side of the system. Click on the desired criteria and click **“Submit”** for the listing of selection.

Selection of criteria is as below:

- ✔ No of Meetings -Will list the details of the meetings involved in a committee.
- ✔ User Activity -Will list the activities done by users including the number of post they have done.

Illustration 104 : Statistics

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